



**SPECIAL MEETING OF
BELMONT CITY COUNCIL AND
BELMONT FIRE PROTECTION DISTRICT**

**TUESDAY, JUNE 10, 2014, 6:00 P.M.
ONE TWIN PINES LANE, BELMONT, CA**

AGENDA

NOTICE IS HEREBY GIVEN of a Special Meeting called by Mayor Lieberman pursuant to Government Code Section 54956 for the following items:

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 650/595-7413. The speech and hearing-impaired may call 650/637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

6:00 p.m., Third Floor Conference Room

1. ROLL CALL

2. PUBLIC COMMENTS

This is the public's opportunity to address the City Council on the item that will be considered in the Closed Session.

3. ADJOURN TO CLOSED SESSION TO CONSIDER:

- A. Conference with Labor Negotiator, Greg Scoles, pursuant to Government Code Section 54957.6: BPOA (Belmont Police Officers Association)

6:30 p.m., City Council Chambers

4. CONVENE STUDY SESSION

(open to the public and televised and webstreamed)

- A. Presentation on Results of Truck Pilot Study and Direction on Agreement for Shared Truck Services with the Cities of Foster City and San Mateo

ACTION: Motion to 1) accept Pilot Study 2) Authorize District Manager to execute an agreement for shared truck services, and 3) work with the City of San Mateo regarding tenant improvements at Station 23 to house the additional truck personnel

ADJOURN TO REGULAR MEETING

SPECIAL MEETING

June 10, 2014

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STAFF REPORT

Meeting Date: June 10, 2014
Agenda Item # Study Session 4-A

Agency: Belmont Fire Protection District
Staff Contact: Michael Gaffney, Belmont Fire District, 650-595-7492, mgaffney@belmont.gov
Agenda Title: Presentation on Results of Truck Pilot Study and Direction on Shared Truck Services
Agenda Action: Motion

Recommendation

It is recommended that the Fire District Board of Directors move to:

1. Accept the Truck Pilot Study report dated February 26, 2014.
2. Authorize the District Manager to develop and execute an agreement for shared truck services between Foster City, Belmont and San Mateo consistent with the Shared Truck Proposal terms.
3. Authorize the District Manager to work with the City of San Mateo to begin tenant improvement work at Station 23 to house additional Truck personnel, upon concurrence by San Mateo and Foster City of the attached Shared Truck Proposal terms.

Background

The purpose of the Truck Pilot Study was to provide staff an opportunity to gather the empirical data needed to evaluate centralized truck company responses with our partner agencies (San Mateo and Foster City). From October 2, 2013 to February 3, 2014 Foster City Truck Company 28, located at 1040 E. Hillsdale Boulevard and staffed with three personnel was relocated to San Mateo Fire Station 23, located at 31 27th Avenue. The study evaluated response times, call types, and truck company operations. The data was reviewed and evaluated and command staff met with labor representatives and City Managers to develop a proposal for shared truck services.

Analysis

After analyzing the data, staff recommends relocating Truck 28 (with enhanced staffing of four personnel with at least one of the four a paramedic) to San Mateo Fire Station 23 as a way to deliver shared Truck services to all three agencies. Under the proposed agreement Truck 28 will continue to be owned by the City of Foster City but jointly staffed with Foster City (2/3) and Belmont (1/3) personnel.

Relocating Truck 28 to San Mateo will reduce truck response times, provide a secondary advanced life support (ALS) resource (this will enhance service delivery as the community continues to grow) and provide enhanced operations by increasing truck staffing from three personnel to four. The operational benefit of a four person truck is that the crew can split into teams of two which doubles the truck's functional capabilities. This is a significant operational enhancement.

This relocation will provide a more balanced service delivery across all three communities, enhance operational delivery through increased truck staffing, reduced response times, and providing additional advanced life support delivery to the community.

This recommendation was developed in collaboration with all three (Belmont, San Mateo & Foster City) City Managers, Fire Command Staff and our labor representatives. This recommendation is also supported by all three labor groups.

A cost sharing agreement between Belmont, San Mateo and Foster City will be needed for this shared truck service. The attached Shared Truck Proposal has been approved by the Foster City Council (June 2, 2014) and will go before the San Mateo City Council on June 16, 2014, will be incorporated into a formal agreement.

The following schedule shows the net nominal impact of the proposal. Staff will include an adjustment in the FY 2015 Budget Mid-Year Review to reflect the necessary adjustments to the budget for the joint truck service.

Summary of Net Financial Impacts		
Description	Amount	Notes
Increased Staffing	\$ 192,000	Assumes Belmont will provide 1 shift towards truck. Present staffing is 3 firefighters and proposal adds 1 captain.
Training for Truck Company	\$ 15,000	Additional training.
Debt Service on Fire Truck	\$ (67,568)	City of Foster City to provide truck.
City of San Mateo Contribution	\$ (60,000)	City of San Mateo will contribute \$180,000 towards the joint fire truck operations. Amount to be adjusted annually at 2.5%.
Net Nominal Impact	\$ 79,432	

If approved, after the completion of San Mateo Fire Station 23 modifications, Truck 28 will be relocated to San Mateo Station 23 and its designator changed to Truck 23.

Alternatives

1. Provide Alternative Direction to Staff
2. Take No Action

Attachments

- A. Truck 28 Pilot Study Findings
- B. Shared Truck Proposal

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Fire District shall be responsible for providing and/or paying for one Fire Captain and three Firefighters (one of whom would also be a Paramedic). This would increase the District's cost by one Captain FTE estimated at \$192,000 annually.

Fire District will provide 1/3 of truck company annual training cost through the Central County Fire Department's Training Division Agreement at a cost of \$15,000 for FY 14/15.

The City of San Mateo will pay the Fire District \$60,000 annually towards Belmont's portion of the 1/3 cost sharing of personnel to staff the truck, with annual increases of 2.5 %.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

Truck 28 Pilot Study Findings

October 1, 2013 to February 3, 2014

Background

On October 1, 2013, following approval by the City Council of Foster City of a four-month pilot study, Foster City Truck Company 28 staffed with three personnel was relocated to San Mateo Station 23 at 31 27th Ave. Minimal modifications were necessary to achieve this move and overall the transition was seamless. The intent of the study was to evaluate response times, gather the number of calls and jurisdictional locations and obtain data on the types of incidents to which the truck responded to.

The goal of the pilot study was to obtain enough data to be able to adequately predict the best location for Truck placement to serve our 3 partner communities.

Prior to this pilot study we had very limited data to track the type and amount of calls and response times for truck responses into Belmont. Prior to partnering with Foster City and San Mateo, Belmont used their Truck company in place of an Engine company. This use resulted in Truck 14 responding to medical calls and “Engine type” calls along with “Truck type” calls which made the data difficult to decipher. This pilot study would help us gather empirical data for Belmont’s truck needs, by allowing us to accurately track only the Truck calls.

Summary

The pilot study allowed us the opportunity to gather real time data and evaluate response times. Although we did not obtain a large data set of response times, there was enough to get a sense of what the response times would be like on an annual basis. The study indicates that a Truck company serving all 3 jurisdictions can do so appropriately while positioned at Station 23. The Truck’s response from Station 23 resulted in a more balanced response time range for the 3 jurisdictions that we serve.

Our conclusions are based on the following; acceptable response times (to all 3 agencies), call types, and Truck company operations and Truck to Engine ratios.

Response Times

The response time to all 3 agencies was acceptable and was separated by 48 seconds between the highest and lowest response times across the response zones (8:00-8:48). Response times are often considered the most heavily weighted factor when evaluating emergency response; however, they should be evaluated in conjunction with other factors, i.e. the type of apparatus and the operational function of the responding vehicle.

It should be noted that a Truck company does not ever respond as a single resource, it is always accompanied by one or more other apparatus, usually one or more Engine companies. In other words, the Truck is rarely expected to be the first unit on scene and in most cases it does not need to be. In San Mateo County there are approximately 58 Engine companies and 7 Truck companies. Trucks typically have longer response times than Engines due to a larger geographic area of coverage.

The increase of 2:17 seconds (90%RT) for Truck 28 returning to Foster City is certainly a factor, but it is important to note that other apparatus will have already arrived on scene prior to the Truck's arrival that play a significant role in mitigating the situation. The overall truck response based on our pilot study is within acceptable limits from an operational perspective.

Call Types

The types of calls that Truck companies respond to is important to understand. Trucks are specialized units and as such only respond to certain calls. The majority of Truck calls are vehicle accidents, fire alarms, full alarms* (*pre-designated calls that may require a more increased level of response) and structure fires. A Truck company is utilized as a secondary response unit for medical response if the closest assigned Engine is on a call or unavailable. These types of calls along with other units (Engines) responding afford Truck companies longer response times than engine companies.

Truck Company Operations

Truck company operations focus on the use of specialized tools and equipment, ground and aerial ladders, extrication tools, gas powered saws, ropes and rescue gear, etc.

Engine companies can be equipped to carry some of this equipment enabling them to perform some of tasks typically assigned to a Truck. For example, during our Truck pilot, we equipped our Engine companies with auto extrication tools so they could use them if necessary while awaiting the Truck's arrival (SM Bridge was our concern).

Truck operations on the fireground are essential and their role is significant: ventilation, forcible entry, search and rescue, laddering, etc. An incident commander manages these incidents and coordinates the assignments of each company. Fire attack and primary search and rescue is usually assigned to the first arriving Engine and many operations occur simultaneously based on each incident's priorities. Truck operations are needed, but it is not usually the first assignment needed. Tactics and strategies are routinely modified based on arriving resources and incident priorities. Engine companies have the ability to provide ventilation, search and rescue, ladder buildings and force entry which allows our incident commanders some flexibility on the fireground.

The Truck's 100-foot aerial ladder is an essential item which is not available on any other apparatus. The use of the 100-foot aerial is historically a low frequency event due to newer construction and fire sprinklered buildings; however it needs to be considered in assessing risk.

Most Truck companies use 24- or 35-foot ground ladders. Engine companies also carry 24-foot ladders.

Conclusion

Truck 28 relocation to Station 23 is an operationally viable option for consideration based on our findings.

Pilot Study Data

Number of Incidents by Jurisdiction

Chart 1 represents the **TOTAL** number of incidents during the pilot study by jurisdiction. This data is an unfiltered view of Truck 28 calls by jurisdiction. It does not represent the net increase in calls caused by repositioning Truck 28 to Station 23. The more accurate data is shown below in Chart 2.

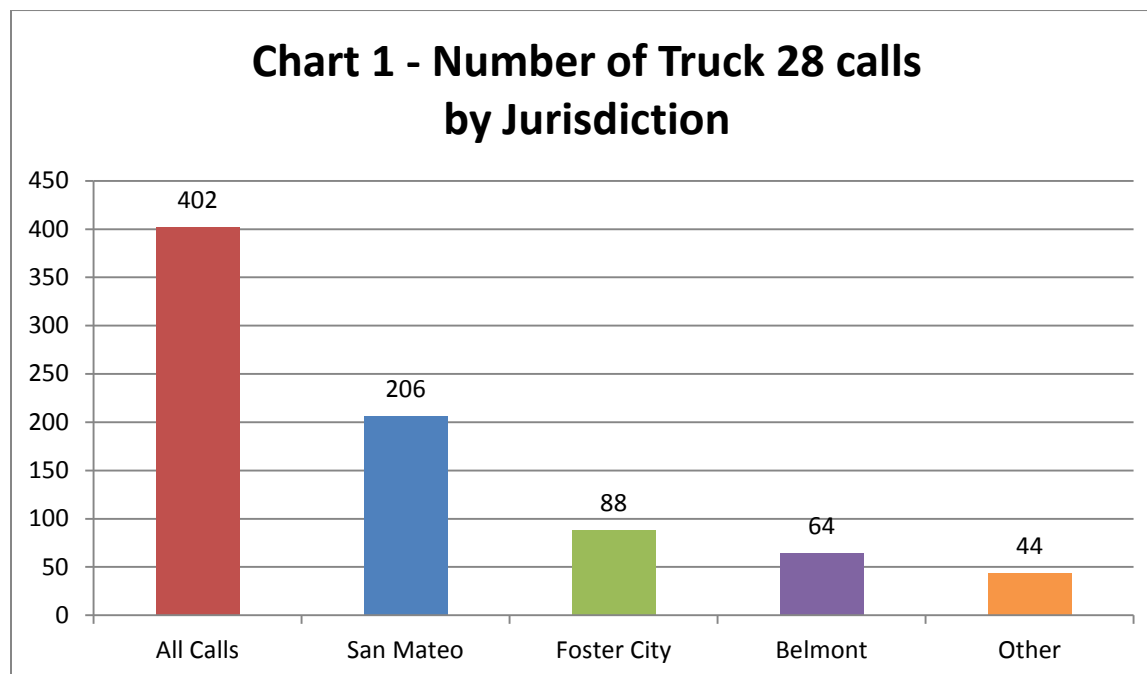


Chart 2 (below) represents the **filtered data** of calls during the pilot study.

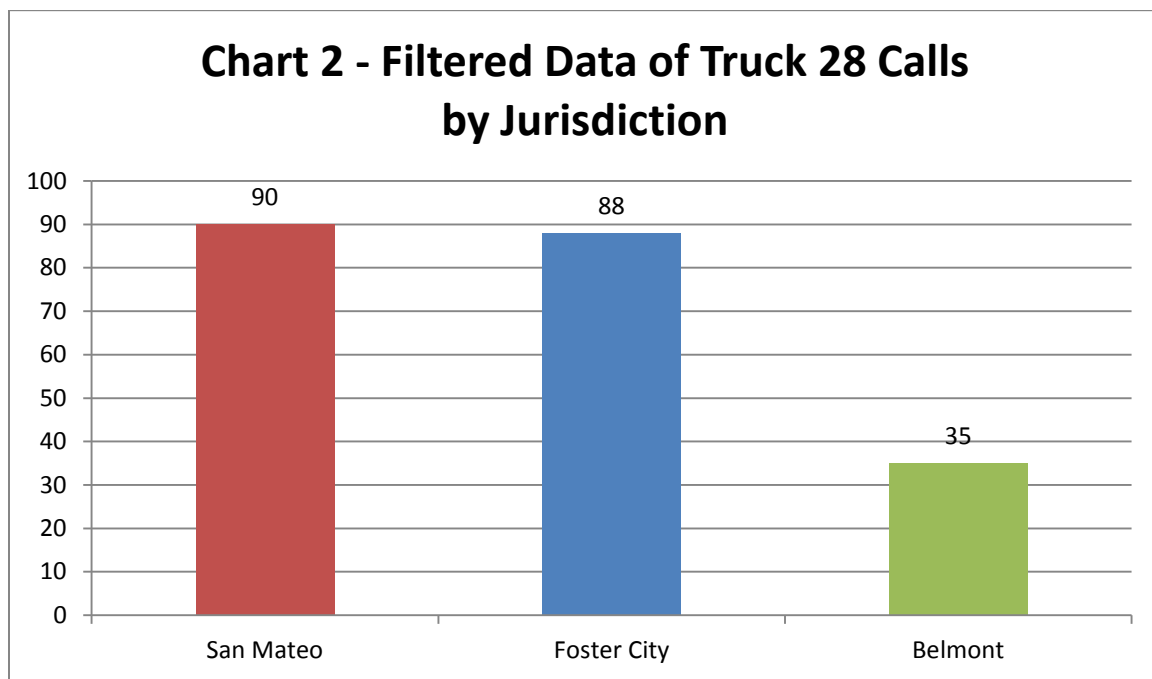
Two fields were filtered out from the total call data (Chart 1) to create the Chart 2 data set.

1. Calls that T28 would have responded to regardless of location, Station 28 or Station 23. (58)
 2. Medical calls responding as a “secondary resource”. (58)
-
1. Under our current Joint Powers Agreement in San Mateo County we have a borderless delivery system that utilizes the closest resources (Engine or Truck) to deliver exceptional service throughout the region. In this system Engines and Trucks often leave their local jurisdictions based on the incident location. The data in Chart 2 represent the calls that Truck 28 would have responded to anyway under our existing JPA agreement if it were housed in Station 28.

2. The medical call responses have been filtered out of this data in order to show a more realistic number of responses during this pilot study. Truck 28 responded to a modest number of medical calls in San Mateo during this study (58). This was due to Dispatch implementing an EMS policy that searches for the closest paramedic resource first, and if one is not located, the dispatcher then looks for a non-paramedic resource within the call zone. In the case of Truck 28, it was dispatched to medical calls under these conditions (as a non-medic resource) but in each of these responses, the next closest paramedic Engine was also dispatched. These calls resulted in 2 medical resources being deployed creating a duplication of resources.

We did not anticipate the increase number of responses from medical calls; however, this can be misleading if we only look at the response data. It is important to note that dispatching a BLS resource (non-medic) to a medical call does not eliminate the need to send an additional ALS (medic) resource. The BLS response does not provide a significant enhancement to the agency receiving it and in most cases the ALS resource responding quickly cancels the BLS responding unit.

Chart 2 shows the filtered data of calls during the pilot study by jurisdictions.



Response Times

In order to evaluate response times for a Truck company, it is important to note that a Truck company response criterion is not the same for Engine companies. The expectation in San Mateo County is that an Engine Company arrives on scene of 90% of their medical emergencies in less than 6 minutes, 59 seconds (6:59). This expectation is usually achieved in most jurisdictions and Foster City's 90th percentile response time meets this standard (6:10).

Due to the type of work they perform, Truck companies are not held to the same expectation. Truck companies do not have the ability to pump water and typically do not respond to medical calls. Trucks respond to fires, vehicle accidents, HAZMATs, public assist calls, etc. Trucks are an important resource, equipped with specialized tools and equipment and are often referred to as a "rolling toolbox." Truck 28's 90th percentile response time is 6:31 (based on 2007-2012 data for October 1 to February 3).

The Insurance Service Office (ISO) evaluates and rates fire departments across the country. They look at all aspects including training, communication, water systems, number of apparatus, station locations, and response times to name a few. The ISO uses a 9 minute response time as an acceptable standard for the arrival of a first alarm response (5 Engines, 1 Truck and 2 Battalion Chiefs in San Mateo County.) Truck 28 met this standard during the pilot study.

The following data (Chart 3) shows the response times for Truck T28 responding into San Mateo, Foster City and Belmont. In determining response times, "code of response" is considered. The response times shown represent only the urgent incidents (responding with lights and sirens, aka Code 3.) The response times for non-urgent calls (no lights and sirens) and calls where the Truck was cancelled en route are not considered in evaluating response times.

These response times are operationally acceptable and within ISO standards.

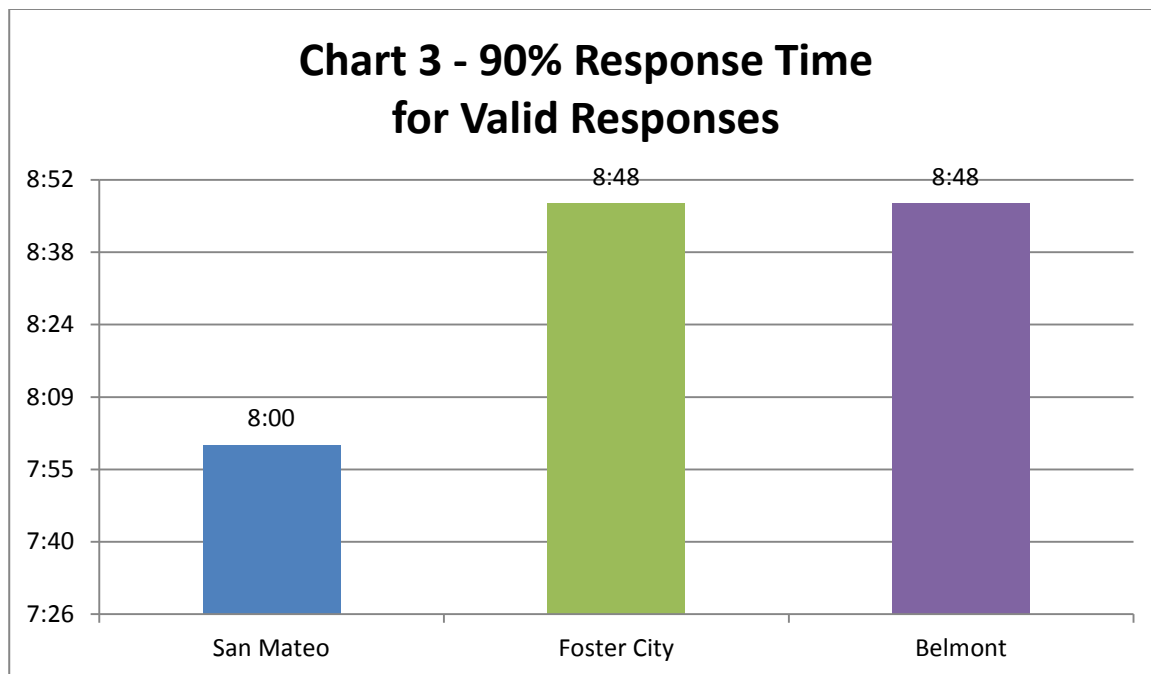
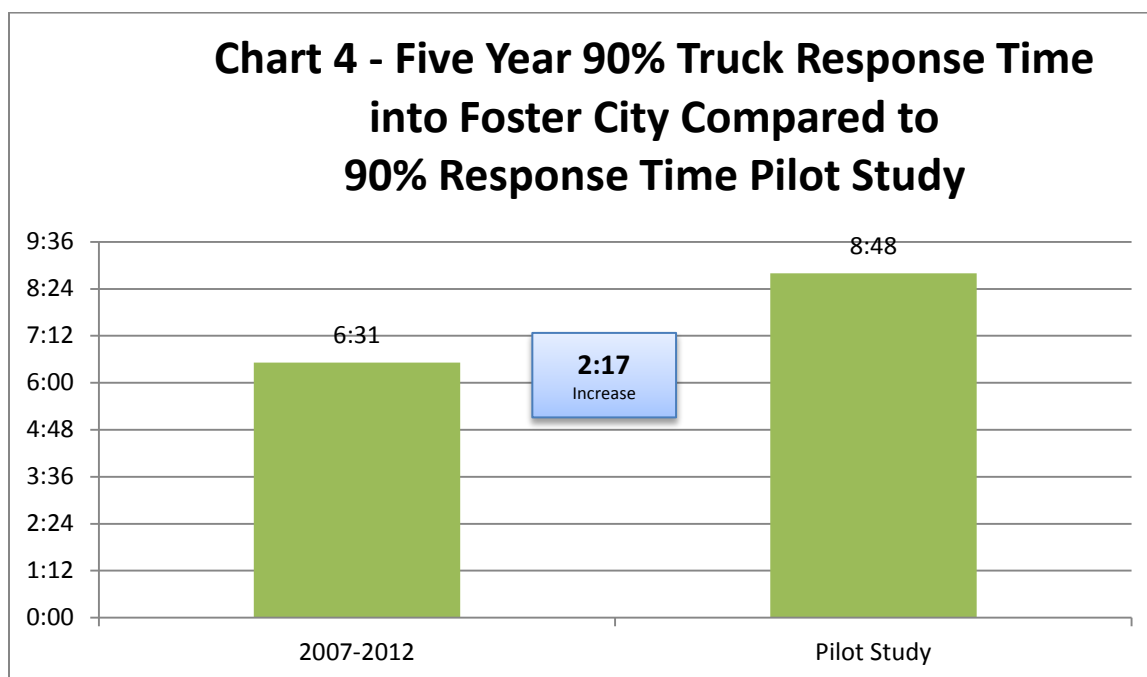


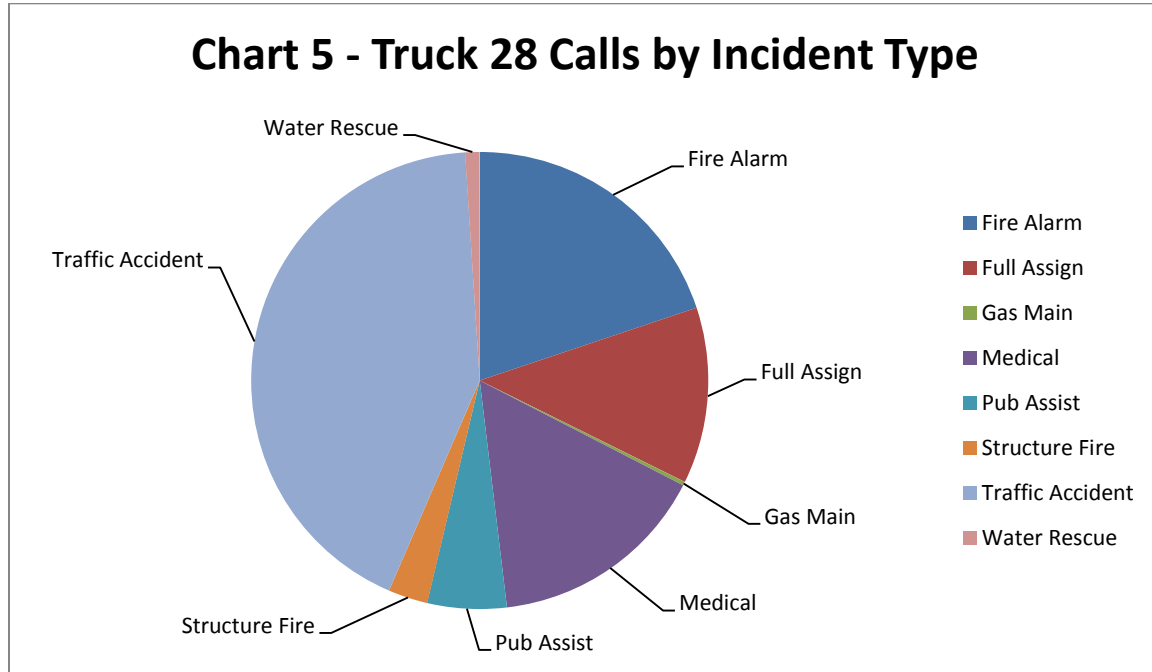
Chart 4: The 90 % response time indicates a 2:17 increase into Foster City compared to our 5 year data for the same period (Oct 1st - Feb 4th)

The increase of 2:17 seconds (90%RT) for Truck 28 returning to Foster City is certainly a factor, but it is important to note that other apparatus will be on scene prior to the Truck's arrival that play a significant role in mitigating the situation. The overall Truck response based on our pilot study is within acceptable limits from an operational perspective.



Types of Incidents

Chart 5 represents the different types of calls that Truck 28 responded to during the pilot study.



Shared Truck Proposal

1. After completion of Station 23 modifications, Truck 28 will be relocated to San Mateo Station 23, 31 27th Ave and will change its designator to Truck 23. (Truck 28 will remain in Station 28 until construction is complete.)
2. San Mateo will cover the one-time costs of the fire station modifications and the ongoing costs of housing the truck and its personnel.
3. If the shared truck agreement is terminated within 15 years by either Foster City or Belmont, then San Mateo will be reimbursed for a portion of the cost of the station modifications based on a straight line amortization. If Foster City or Belmont terminates the agreement, the city terminating the agreement will reimburse San Mateo for 2/3 of the unamortized costs. If Foster City and Belmont concurrently terminate the agreement, each city will reimburse San Mateo for 1/3 of the unamortized cost. If San Mateo terminates the agreement, no reimbursement will be due from Foster City and Belmont.
4. A total of three fire captains and nine firefighters (three of whom would also be paramedics) are needed to staff the shared fire truck. Foster City shall be responsible for providing and/or paying for two fire captains and six firefighters (two of whom would also be paramedics) and Belmont shall be responsible for providing and/or paying for one fire captain and three firefighters (one of whom would also be a paramedic). This 2/3 Foster City to 1/3 Belmont cost sharing of personnel is intended to afford flexibility between Foster City and Belmont by either providing an employee to staff the shared fire truck or by reimbursing the other city for providing that employee in order to achieve the needed staffing levels. This arrangement also recognizes that at any given time, the number of employees (including their rank as Fire Captain or designation as Paramedic or Firefighter) employed by each City may change as vacancies and promotions occur.
5. San Mateo will contribute to the shared truck by paying \$180,000 annually using a 2/3 - 1/3 formula (120K to Foster City & 60K to Belmont) for the enhanced service to San Mateo. The contribution from San Mateo will increase by 2.5% each year to account for increased costs.
6. Foster City will provide and maintain a front-line 100 foot tiller truck as part of the agreement.
7. Foster City will discuss terms of purchasing Belmont's 2010 Seagrave tiller truck.
8. Foster City will provide, maintain and house a reserve truck.

9. San Mateo will provide, maintain and (possibly) house a reserve truck.
10. A minimum of one reserve truck (possibly two) will be stationed in Foster City Station 28 at all times (unless no reserve trucks are available due to use).
11. Reserve trucks will be evaluated and a determination will be made regarding the selection of the best (2) suited reserve truck(s) to be kept (one for San Mateo & one for Foster City).
12. Foster City and Belmont will provide for the training cost for the truck company through Central County Fire department on a 2/3-1/3 split. For example, the current training cost of \$45,000 would be allocated \$30,000 to Foster City and \$15,000 to Belmont. Central Fire training division will invoice accordingly.

**BELMONT CITY COUNCIL
and
BELMONT FIRE PROTECTION DISTRICT BOARD**

Belmont City Hall
One Twin Pines Lane, Belmont, CA
and
Disney's Wilderness Lodge
901 Timberline Dr, Lake Buena Vista, FL 32830
(Teleconference location of Mayor Lieberman)



**AGENDA
Tuesday, June 10, 2014**

7:00 P.M. REGULAR MEETING
(City Council Chambers)

- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REPORT FROM CLOSED SESSION**
- 4. SPECIAL PRESENTATIONS (None)**
- 5. PUBLIC COMMENTS AND ANNOUNCEMENTS**
This agenda category is limited to 15 minutes, with a maximum of 3 minutes per speaker, and is for items of interest not on the Agenda. If you wish to address the hearing body, please complete a Speaker's Card and give it to the City Clerk. If you wish to express an opinion on a non-agenda item without addressing the Council/Board, please fill out a "Comment Form" and give to the City Clerk.
- 6. COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS**
- 7. AGENDA AMENDMENTS (if any)**

8. **CONSENT CALENDAR**

Consent Calendar items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Council/Board or staff request specific items to be removed for separate action.

- A. Minutes of Special and Regular City Council Meeting of May 27, 2014, and Regular Belmont Fire Protection District Meeting of May 27, 2014
- B. Adoption of an Ordinance of the City of Belmont Amending the Conceptual Development Plan (CDP) for the Island Park Planned Unit Development Related to the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway (Appl. No. 2013-0047) - 2nd reading and adoption
- C. Resolution of the City Council Approving a Purchase Order for Thermoplastic Striping for Road Markings at Various Locations City-Wide for an Amount not to Exceed \$25,000
- D. Resolution of the City Council Approving Plans and Specifications, Authorizing Advertisement for Sealed Bids, Authorizing the City Manager to Execute a Contract to the Lowest Responsible Bidder for an Amount not to Exceed \$90,000, and Approving a Construction Contingency not to Exceed \$9,000, for the Ralston Avenue and Harbor Boulevard Storm Pump Stations Lids Replacement Project, City Contract Number 2014-522
- E. Resolution of the City Council Authorizing the Filing of an Application for Funding Assigned to the Metropolitan Transportation Commission for Completion of the Belmont Village Implementation Plan and Committing Any Necessary Matching Funds Not to Exceed \$110,000 and Stating the Assurance to Complete the Project
- F. Resolution of the City Council Authorizing Extension of HIP Housing Service Contract for Fiscal Years 2015 and 2016
- G. Resolution of the City Council Authorizing the Issuance of a Purchase Order to ESRI Inc., Procuring Annual Software Maintenance and Support for the ArcGIS Mapping Application, for an Amount not to Exceed \$8,637
- H. Resolution of the City Council Authorizing the City Manager to Execute a Service Agreement with HDR Engineering, Inc. to Provide Solid Waste Technical and Professional Rate Review Services for an Amount not to Exceed \$20,540, and Authorizing a Contingency of \$4,000
- I. Resolution of the City Council Authorizing the Issuance of a Purchase Order to Infor Public Sector. Inc., Procuring Annual Software Maintenance and Support for the Hansen 8 Application, for an Amount not to Exceed \$40,092
- J. Introduction of an Ordinance of the City of Belmont Increasing the City's Sewer Charges for Fiscal Year 2014/2015 and 2015/2016

ACTION: 1) Motion to approve the Consent Calendar.

9. HEARINGS

- A. Public Hearing to Adopt Proposed Budget and Related Items for Fiscal Year 2015

ACTION:

- 1) **Hold Public Hearing**
- 2) **Resolution Adopting the Proposed FY 2014-15 Base Budget Revenue, Appropriations, Capital Improvement Program Budgets and Permanent Staffing Plan for the City of Belmont**
- 3) **Resolution Adopting the Proposed FY 2014-15 Base Budget Revenue, Appropriations, and Permanent Staffing Plan for the BFPD**
- 4) **Resolution Establishing the Appropriations Limit FY 2014-15 for the City of Belmont**
- 5) **Resolution Adopting the Appropriations Limit FY 2014-15 for BFPD**
- 6) **Resolution Making FY 2014-15 Amendments to the Master Revenue Schedule (City)**
- 7) **Resolution Making FY 2014-15 Amendments to the Master Revenue Schedule (BFPD)**
- 8) **Resolution Establishing the Annual Special Tax for Community Facilities District No. 2000-1 (Library Project) for FY 2014-15 and Requesting that the County of San Mateo Collect the Special Tax on the Real Estate Tax Rolls**
- 9) **Take other action**

10. OTHER BUSINESS

- A. Introduction of an Ordinance of the Belmont Fire Protection District Establishing the Wildland-Urban Interface (WUI) Area and Designating the San Juan Canyon and portions of the Western Hills as Very High Fire Hazard Severity Zones

ACTION:

- 1) **Introduce Ordinance by title, waive further reading, set the second reading and adoption for July 22, 2014**
- 2) **Take other action**

11. COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

- A. Adoption of a Code of Ethics and Conduct for Elected and Appointed Officials

ACTION: Motion to approve a Resolution Adopting Code of Ethics

- B. Verbal Discussion Regarding Upcoming City Council Meeting Schedule

- C. Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments
- D. Verbal Report from City Manager

12. PUBLIC COMMENTS AND ANNOUNCEMENTS (if any)

For comments that could not be covered in the initial comment period.

13. MATTERS OF COUNCIL INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. No final policy action will be taken by Council/Board.

14. ADJOURNMENT



If you need assistance to participate in this meeting, please contact the City Clerk at 650/595-7413. The speech and hearing-impaired may call 650/637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, Suite 375, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

Meeting televised on Comcast Channel 27, and webstreamed via City's website at www.belmont.gov

**REGULAR MEETING OF
DIRECTORS OF BELMONT FIRE PROTECTION DISTRICT
Tuesday, May 27, 2014
CITY COUNCIL CHAMBERS, ONE TWIN PINES LANE**

**REGULAR MEETING
CALL TO ORDER 7:05 P.M.**

(Note: Belmont Fire Protection District meeting held concurrent with the City Council Meeting.)

ROLL CALL

BOARDMEMBERS PRESENT: Reed, Braunstein, Stone, Wright, Lieberman

BOARDMEMBERS ABSENT: None

ITEMS APPROVED ON CONSENT CALENDAR

Minutes of Regular Meeting of the Belmont Fire Protection District of April 22, 2014 and May 13, 2014

Resolution 2014-010 Ratifying the Belmont-San Carlos Fire Department Budget for FY 2015 and FY 2016

ACTION: On a motion by Director Braunstein, seconded by Councilmember Stone, the Consent Agenda was unanimously approved.

ADJOURNMENT at this time being 11:45 P.M.

**Terri Cook
District Secretary**

Meeting audio-recorded and videotaped.

DRAFT MINUTES

Tuesday, May 27, 2014

ONE TWIN PINES LANE, EOC 2nd Floor, BELMONT, CA

STUDY SESSION 6:30 P.M.

ROLL CALL

COUNCILMEMBERS PRESENT: Wright, Braunstein, Reed, Stone, Braunstein

COUNCILMEMBERS ABSENT: None

Presentation on Silicon Valley Clean Water (formerly known as South Bayside System Authority) Sewer Treatment Facilities Capital Improvements, Belmont Sewer Pump Station, and Authority's Budget Update

Dan Child, SVCW Executive Director, provided a history of the organization. He also gave an overview of the capital improvement project to rebuild the sewage treatment plant. He provided a CIP funding summary. He noted that the project does not address increased capacity. He outlined the status of the pump stations.

ADJOURN 7:00 p.m.

REGULAR MEETING CITY COUNCIL CHAMBERS CALL TO ORDER 7:05 P.M.

ROLL CALL

COUNCILMEMBERS PRESENT: Wright, Braunstein, Reed, Stone, Braunstein

COUNCILMEMBERS ABSENT: None

PLEDGE OF ALLEGIANCE

Led by City Clerk Cook

SPECIAL PRESENTATIONS

Public Safety Awards and Oath of Office

Brent Nowlin, Firefighter of the Year

Tim Wong, Fire Volunteer of the Year

David Asher, Police Employee of the Year

Casey Perrault, Police Volunteer of the Year

Denise Ballard, Dispatcher of the Year

Brent Mueller, Officer of the Year

Mickey Thompson, Special Commendation

Oath of Office to Police Officer Eric Gonzales and Community Service Officer Casey Perrault

administered by City Clerk Cook.

RECESS: 7:25 P.M.

RECONVENE: 7:28 P.M.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Kathleen Beasley and **Ellie Anderson** outlined upcoming activities for youth at the Library.

Birgit Merian, Belmont resident, commented regarding the proposed telecommunication installation on Notre Dame Avenue.

Perry Kennan, Belmont resident, spoke regarding the study session held earlier regarding Silicon Valley Clean Water Agency.

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

City Clerk Cook announced that Margaret Green, the wife of former City Councilmember and Mayor Dick Green, recently passed away.

Darlene Rutkowski, San Mateo County Department of Rehabilitation, presented an award to the City of Belmont for hiring people with disabilities.

Councilmember Stone announced events benefitting local schools.

ITEMS APPROVED ON CONSENT CALENDAR

Minutes of Special and Regular City Council Meeting of April 22, 2014, and May 13, 2014, and Regular Meeting of the Belmont Fire Protection District of April 22, 2014 and May 13, 2014

Motion to Receive Monthly Financial Reports

Resolution 2014-075 Authorizing the City Manager to Execute a Fourth Amendment to the Agreement with Turbo Data Systems, Inc. for Parking Citation & Administrative Citation Processing and Adjudication Services Extending the Agreement for One Additional Year

Resolution 2014-010 of the Belmont Fire Protection District Ratifying the Belmont-San Carlos Fire Department Budget for FY 2015 and FY 2016

Resolution 2014-076 Accepting Work and Authorizing the Issuance and Recordation of Notice of Completion to United Storm Water, Inc. for the Full Trash Capture Installation Project, City Contract Number 2014-523

Resolution 2014-077 Authorizing Payment of the January 2014 – June 2014 Contribution to the First Chance Program per Joint Powers Authority Agreement in the Amount of \$13,164.50

Resolution 2014-078 Authorizing the Purchase of the AXON Flex Camera Video Recorder System for the Belmont Police Department, from TASER International, Inc., for an amount not to exceed \$16,940.75

Resolution 2014-079 Authorizing the City Manager Enter into a Professional Services Agreement with Quantum Resolve Incorporated to Assist in the Upgrade of the City's Enterprise Asset Management System for an Amount not to exceed \$9,375

Resolution 2014-080 Authorizing the Purchase of a MFP M40 New Canon Large Format Printer/Scanner from Canon Solutions of America, Inc. for an Amount of \$7,130, and a 2-Year Extended Warranty in the Amount of \$2,245 for a Total Amount not to Exceed \$9,375

Resolution 2014-081 Authorizing the City Manager to Enter into an Engineering Professional Services Agreement with BKF Engineers for an Amount not to Exceed \$82,416, and an Additional 10% Contingency of \$8,242 for the Design of the Ralston Avenue Pedestrian Improvement Project and the Old County Road Bicycle/Pedestrian Improvements Project

Ordinance 2014-1076 Amending Belmont City Code Chapter 22 Regarding the Construction, Maintenance and Repair of Sidewalks (2nd reading and adoption)

ACTION: On a motion by Councilmember Braunstein, seconded by Councilmember Stone, the Consent Agenda was unanimously approved.

HEARINGS

Public Hearing to Consider Amendment to Park Land Dedication and In-Lieu Fees Standards for Residential Subdivisions and Adoption of Park Impact Fees for Residential and Non-Residential Development Projects

Item continued to July 22, 2014

Public Hearing to Consider a Conceptual Development Plan (CDP) Amendment for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway

Community Development Director de Melo provided details regarding the proposed new Autobahn Motors structure. He also outlined information regarding the new service facility on Harbor Boulevard. He outlined the entitlements being sought for the building, including the introduction of an ordinance, and the findings that are required to be made to approve the Conceptual Development Plan (CDP).

Discussion ensued regarding the need to enhance the fencing between the dealership and the adjacent sports field, as well as traffic impacts between the Island Parkway site and the Harbor Boulevard facility.

Community Development Director de Melo and City Attorney Rennie explained the mechanisms regarding the need for the zoning change.

Parks and Recreation Director Gervais outlined issues regarding balls going over the fence, as well as additional vehicle access both for the dealership and the Sports Complex. He noted that the new facility would be a good time to address this issue.

Mayor Lieberman opened the Public Hearing.

Mary Morrissey Parden stated that the Chamber of Commerce supports the project.

Kevin Jones, on behalf of the applicant, explained the impetus for rebuilding the dealership.

Councilmembers expressed their support for the project and thanked Autobahn for being a good corporate neighbor.

ACTION: On a motion by Councilmember Braunstein, seconded by Councilmember Reed, Resolution 2014-082 Certifying the Mitigated Negative Declaration for a Conceptual Development Plan at 700 Island Parkway was unanimously approved.

ACTION: On a motion by Councilmember Reed, seconded by Councilmember Stone, and unanimously approved to introduce an ordinance Adopting a Conceptual Development Plan Amendment at 700 Island Parkway, as amended. Second reading and adoption is set for June 10, 2014.

Conditions changed to address fencing/vehicle access. To return to council to approve plan.

Public Hearing to Consider Participation in PG&E's Sustainable Solutions Turnkey (SST) Program for Energy Efficiency Measures (continued from April 22nd)

Finance Director Fil explained that staff has been working for a number of years to address various energy issues at the Library and City Hall. He noted that this project also addresses the replacement of streetlights. He outlined proposed Energy Conservation Measures. He described the bundling options to be considered. He clarified that this project is different from the normal procurement process, and he outlined the findings to be made in order to issue the contracts. He explained that the costs will be funded through energy savings.

Alan Pong, Comfort International described the HVAC issues at the Library which affect the doors.

Jason Tanko, Tanko Lighting, spoke regarding his company's consulting services for street lighting. He described potential savings that could be realized if his company was awarded a contract. He outlined the financing process and noted it would be the same as contracting with PG&E.

Discussion ensued. Finance Director Fil explained the advantage of the SST program.

David Carter, PG&E, explained that the street lighting project scope is ready to go. He noted that any potential cost savings in utilizing a bid process could be erased by additional time and level of effort. He pointed out the December deadline on rebates for the street lighting.

Finance Director Fil explained that the street lighting component of the project could be placed on hold at this time if desired.

Councilmember Reed stated that the City Council should explore any options that result in additional savings.

ACTION: On a motion by Councilmember Reed, seconded by Councilmember Stone, the Public Hearing was unanimously closed.

Discussion ensued.

ACTION: On a motion by Councilmember Stone, seconded by Councilmember Wright, Resolution 2014-083 Approving Participation in PG&E's Sustainable Solutions Turnkey (SST) Program for Energy Efficiency Measures, Authorizing Implementation of the Energy Efficiency Measures (ECM) Determined by the Investment Grade Assessment (IGA), Authorizing Participation In PG&E's Zero-Percent in-Bill Financing (OBF) Program and Authorizing Third-Party Financing to Fund the Balance of the Measures was approved (4-1, Reed no).

RECESS: 9:50 P.M.
RECONVENE: 10:00 P.M.

OTHER BUSINESS

Introduce Fiscal Year 2015 Budget

Finance Director Fil clarified that no action is required this evening. Direction can be given. City has experienced a significant financial reversal. He outlined the factors that have led the City to a better economic picture. He outlined issues relative to potential State impacts.

Department heads provided an overview of key responsibilities, contributions to City Council priorities, and major accomplishments.

COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments

No Report.

Verbal Report from City Manager

City Manager Scoles noted the recent Ralston Corridor Study public meeting.

ADJOURNMENT at this time, being 11:45 P.M.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELMONT AMENDING THE CONCEPTUAL DEVELOPMENT PLAN (CDP) FOR THE ISLAND PARK PLANNED UNIT DEVELOPMENT RELATED TO THE AUTOBAHN MOTORS DEALERSHIP RECONSTRUCTION PROJECT AT 700 ISLAND PARKWAY (APPL. NO. 2013-0047)

WHEREAS, Ken Rodrigues & Partners, applicant, on behalf of the property owner, Sonic Automotive, Inc., requests a Conceptual Development Plan (CDP) Amendment to the Planned Development (PD) for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway; and,

WHEREAS, on May 6, 2014, the Planning Commission held a duly noticed public hearing to consider public testimony and a staff report for the requested entitlements, and recommended the City Council approve the entitlements; and,

WHEREAS, on May 27, 2014, the City Council held a duly noticed public hearing to consider the Planning Commission's recommendation, public testimony, and a staff report on the requested entitlements; and,

WHEREAS, the City Council hereby adopts the staff report dated May 27, 2014, and the facts contained therein as its own findings of fact; and,

WHEREAS, on May 27, 2014, in a separate action, the City Council adopted a Mitigated Negative Declaration for the project; and,

WHEREAS, the City Council did hear and use its independent judgment in considering all reports, recommendations and testimony associated with the project;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. CONCEPTUAL DEVELOPMENT PLAN AMENDED

(a) The application to amend the Conceptual Development Plan (CDP) for the Island Park Planned Unit Development related to the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway is approved based on the findings set forth herein and subject the additional performance standards set forth in Attachment "C" (Performance Standards – Conceptual Development Plan) to the May 27, 2014 staff report to the City Council, which are made Exhibit "2" to this Ordinance and attached hereto.

(b) After reviewing all the relevant evidence before the City Council, including the information provided in the staff reports and enclosures to the Planning Commission and City Council, the public hearings and testimony received, the City Council incorporates herein by reference and adopts the analysis and findings in the staff report to the City Council dated May 27, 2014 as its own findings of fact under Belmont Zoning Ordinance Sections 12.3.B and 16.7 related to the Conceptual Development Plan Amendment.

(c) Based on the evidence before the City Council, the City Council finds the proposed Conceptual Development Plan amendment is consistent with the General Plan, and is required to achieve the goals and objectives of the Zoning Ordinance and General Plan.

(d) Ordinance No. 878 and the Conceptual Development Plan (CDP) for the Island Park Planned Unit Development are amended to incorporate the Modification to Land Uses contained in Exhibit "1" attached hereto and the additional performance standards set forth in Exhibit "2" to this Ordinance.

SECTION 2. EFFECTIVE DATE.

This Ordinance shall take effect and will be enforced thirty (30) days after its adoption.

SECTION 3. PUBLICATION AND POSTING

The City Clerk has caused to be published a summary of this ordinance, prepared by the City Attorney under Government Code Section 36933, subdivision (c) of the, once, in a newspaper of general circulation printed and published in San Mateo County and circulated in the City of Belmont, at least five days before the date of adoption. A certified copy of the full text of the ordinance was posted in the office of the City Clerk since at least five days before this date of adoption. Within 15 days after adoption of this ordinance, the City Clerk shall cause the summary of this ordinance to be published again with the names of those City Council members voting for and against the ordinance; and the City Clerk shall post in the office of the City Clerk a certified copy of the full text of this adopted ordinance with the names of those City Council members voting for and against the ordinance.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on May 27, 2014 and adopted the ordinance at a regular meeting held on [insert date], 2014 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Exhibit "1"
Ordinance No. .

Modification To Land Uses

Island Park Planned Unit Development
Conceptual Development Plan (CDP) Amendment
Autobahn Motors Dealership Reconstruction Project
700 Island Parkway
(Appl. No.PA2013-0047)

This Exhibit "1" to Ordinance No. _____ amends the Conceptual Development Plan for the Island Park Planned Unit Development, originally adopted by Ordinance 703 and amended by Ordinances 810 and 878. Exhibit "A" of Ordinance No. 878 is hereby amended and replaced by the following:

The maximum square footage of office and commercial developments, room numbers of the hotel, and unit numbers of the residential development are as follows:

Land Use	KG Land	City
Commercial/Restaurant	10,000 sq. ft.	12,700 sq. ft. on Lot 15
Hotel/Commercial		330 hotel rooms or 40,000 sq. ft. general commercial retail, or an amount of specialized retail that does not generate more traffic than 40,000 sq. ft. of general commercial retail on Lot 14
Auto Dealership		57,000 sq. ft. on Lots 14 and 15
Office	686,400 sq. ft.	
Residential	12 units/acre	
Parks and Recreation	Sloughs, lagoon, green belt, continuous walk and bicycle path	City parks, sloughs, greenbelts, and continuous walk and bicycle path.

The exact location of the approved uses shall be determined at the detailed development plan stage on a parcel by parcel basis in consideration of such factors as floor area ratios, building heights and locations, landscaping, parking and compatibility with adjoining land uses.

Exhibit “2”
Ordinance No. _____

This Exhibit “2” to Ordinance No. _____ amends the Conceptual Development Plan for the Island Park Planned Unit Development, originally adopted by Ordinance No. 703 and amended by Ordinance Nos. 810 and 878. This Exhibit “2” is made Exhibit “D” to Ordinance No. 703.

Exhibit “D”
Ordinance No. 703

Additional Performance Standards

Island Park Planned Unit Development
Conceptual Development Plan (CDP) Amendment
Autobahn Motors Dealership Reconstruction Project
700 Island Parkway
(Appl. No. PA 2013-0047)

- I. COMPLY WITH THE FOLLOWING CONDITIONS OF THE COMMUNITY DEVELOPMENT DEPARTMENT:
 - A. The following conditions shall be shown on plans submitted for a building permit and/or site development permit or otherwise met prior to issuance of the first building permit (i.e., foundation permit) and shall be completed and/or installed prior to occupancy and remain in place at all times that the use occupies the premises except as otherwise specified in the conditions:

Planning Division

- 1. The Detailed Development Plan shall be consistent with the following design standards, which are derived from the plans on file in the subject file and date stamped April 30, 2014:
 - a) Minimum Lot Size. As indicated on project plans – 3.6 acres –dealership parcel, 2.2 acres – parking lot parcel.
 - b) Maximum Floor Area of Uses. 57,000 square feet
 - c) Floor Area Ratio. Entire PD – .226
 - d) Minimum Setbacks and Building Separations: Setbacks from the public right-of-way and separations between buildings shall be no less than shown on the plans date stamped April 30, 2014 in the subject file.
 - e) Maximum Building Height: 32 feet; provisions for height of signage to be determined as part of Detailed Development Plan.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

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- f) Off-Street Parking: Minimum of 404 spaces
 - g) Open Space (Includes Landscape, Hardscape): No less than shown on the plans date stamped April 30, 2014 in the subject file.
 - h) Building Materials: The project shall include use of true materials, such as stucco, stone, wood, metal, and/or glass.
-
- 2. All construction and related activities which require a City building permit shall be allowed only during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, and 10:00 a.m. to 5:00 p.m. on Saturdays. No construction activity or related activities shall be allowed outside of the aforementioned hours or on Sundays and the following holidays: New Year's Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. All gasoline powered construction equipment shall be equipped with an operating muffler or baffling system as originally provided by the manufacturer, and no modification to these systems is permitted.
 - 3. Exterior building lighting shall not spill off the property or cause significant glare for adjacent properties. All external project lighting shall be downcast or upcast, shielded lighting designed to illuminate entry-ways only, with no direct visibility of the light source from the street.
 - 4. Prior to issuance of building permits for the project, the applicant shall submit a full set of plans (as submitted for Planning Commission review) for peer review by the City Geologist who shall make findings as to concurrence with the Cornerstone Earth Group, Inc. Geotechnical Investigation dated September 2013, and October 8, 2013 recommendations of the City Geologist (Cotton Shires & Associates) and as to additional conditions of project approval that may be imposed by the City Geologist to include, but not limited to, plan review by Geotechnical consultant during building permitting process and field inspection by Geotechnical consultant during construction as prescribed in the report.
 - 5. Prior to issuance of building permits, the property owner shall file with the Director of Community Development, on forms provided by the City, an acknowledgment that he/she has read, understands and agrees to these conditions of approval.
 - 6. In accordance with the Belmont Zoning Ordinance, the permit(s) granted by this approval shall expire one (1) year from the date of approval, with said approval date indicated on the accompanying Planning Commission resolution. Any request for extension of the expiration date shall be made in accordance with the applicable provisions of the Belmont Zoning Ordinance.
 - 7. In the event that this approval is challenged by a third party, the property owner and all assignees will be responsible for defending against this challenge, and agrees to accept

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responsibility for defense at the request of the City. The property owner and all assignees agree to defend, indemnify and hold harmless the City of Belmont and all officials, staff, consultants and agents from any costs, claims or liabilities arising from the approval, including without limitation, any award of attorneys fees that might result from the third party challenge.

8. The applicant will facilitate service vehicle trips to occur during non-peak traffic hours to the most reasonable extent possible, for both temporary construction and future operations, using the circulation route in the Mitigated Negative Declaration as outlined.

Building Division

1. Plans submitted for building permits and all construction shall conform to the approved plans on file in the Planning Division for Appl. No. 2013-0047.
2. The applicant shall obtain all required permits.
3. The building shall include a fire sprinkler system and the plan will be a deferred submittal.
4. Retaining walls shall be designed by a civil engineer.
5. The City of Belmont City Code requires a soils and engineering geology report for all new or substantially altered foundations. Provide such a report and a letter from the geotechnical engineer confirming that the foundation plan has been reviewed and that it has been determined that the recommendations in the soils report are properly incorporated into the plans. BCC 7-12, 2013 CBC 106.1 & 1804.3.
6. The applicant shall provide a record of survey.
7. The building permit plans shall show the location of all transformers, fire standpipes, and back-flow preventers.
8. The applicant shall post hours of operation and phone numbers for noise complaints.
9. The applicant shall provide space for recycling containers.
10. The applicant shall provide list of construction and demolition recycling service providers.
11. Contractors and subcontractors shall make a good faith effort to contact construction and demolition recycling providers.

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12. The applicant shall notify all contractors and subcontractors of Belmont expectations of maximizing diversion of solid waste.
13. The applicant shall investigate opportunities for salvaging material for reuse.
14. The applicant shall state on the plans that the project will meet all of the requirements of Title 24 of the California Code of Regulations as amended by the City of Belmont.

II. COMPLY WITH THE FOLLOWING CONDITIONS OF THE BELMONT FIRE DEPARTMENT:

1. An automatic fire extinguishing system is required. The building plans shall denote the locations of the following devices: Double Detector Check Valve; Post Indicator Valve; Fire Department Connection; Fire Sprinkler Riser located on the exterior of the building; and Fire Alarm Bell.
2. The building shall require a Knox key-lock box. The applicant shall contact the Fire Department at 650/637-2939 to determine the approved location and delineate the location of the lock box on the building permit plans.
3. A separate application and permit are required for the installation or alteration of any Automatic Fire Extinguishing System. An application shall be made by either a Registered Engineer or by the Licensed Fire Sprinkler Contractor who will be performing the work. This shall include any Fixed Fire Protection System. A valid Permit and Approved Plans shall be at the jobsite at all times.
4. Prior to application for a Fire Sprinkler Permit, the applicant shall submit plans to the Mid-Peninsula Water District for their review and approval (MPWD at 650-591-8941).
5. A separate application and permit are required for the installation of any underground fire service lines. The application shall be made by a Registered Engineer or by either a General Engineering Contractor or a Licensed Fire Sprinkler Contractor, who will be performing the work.
6. All Fire Inspections are performed on Wednesdays between 9AM-2PM, unless special arrangements are made with the Fire Inspector. The applicant shall call 650-637-2939 a minimum of 48 hours in advance to place an inspection request. The applicant will receive a confirmation call within 24 hours of the request.
7. In accordance with the Municipal/Regional Stormwater Permit, no fire sprinkler system drain shall discharge into any Storm Drain System. The system shall discharge to either a landscape area large enough to contain the outflow, or to the Sanitary Sewer by means of an indirect connection. The applicant shall show the location of the Fire Sprinkler System drain on plans submitted for a building permit.

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8. Every building, or structure, shall be provided with an address. Numerals shall be located where clearly visible from the street or roadway upon which it fronts. Commercial Structures shall have numerals a minimum of 6 inches in height and $\frac{3}{4}$ inch stroke. Numerals shall be of contrasting color to their background and illuminated at night. Numerals shall be white in color where located upon glazing.

III. COMPLY WITH THE FOLLOWING CONDITIONS OF THE BELMONT PARKS AND RECREATION DEPARTMENT:

1. The applicant shall work with staff to develop a plan for the protection of the project, which shall include fencing or netting as necessary to prevent baseballs or softballs from the Belmont Sports Complex from landing in the Autobahn Motors parking lot. Staff will present this protection plan to the City Council for review and final approval.
2. The applicant shall work with staff to develop a plan for reciprocal access between the Belmont Sports Complex and Autobahn Motors sites. Staff will present this reciprocal access plan to the City Council for review and final approval.

IV. COMPLY WITH THE FOLLOWING CONDITIONS OF THE POLICE DEPARTMENT:

1. All activities shall be subject to the requirements of the Belmont Noise Ordinance.
2. No debris boxes or building materials shall be stored on the street.
3. Flag persons shall be positioned at both ends of blocked traffic lanes.
4. 24-hour written notice to the Police Department is required before any lane closure.

V. COMPLY WITH THE FOLLOWING CONDITIONS FROM THE PUBLIC WORKS DEPARTMENT

- A. **The following conditions shall be shown on plans submitted for a building permit and/or site development permit or otherwise met prior to issuance of the first building permit (i.e., foundation permit) and shall be completed and/or installed prior to occupancy and remain in place at all times that the use occupies the premises except as otherwise specified in the conditions.**

Public Improvements

1. Street widening, improvements, and dedications shall be in accordance with City Standards and specifications as required by the Department of Public Works.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

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2. Streets, sidewalks and curbs in need of repair within and bordering the project shall be repaired and/or removed and replaced in accordance with the Department of Public Works approved standards. Photographs or video of before condition are recommended.
3. New sidewalk, curb and gutter shall be installed in accordance with the Department of Public Works approved standards.
4. The unused driveway shall be removed and replaced with sidewalk, curb and gutter in accordance with Department of Public Works approved standards.
5. A commercial driveway approach shall be installed in accordance with Department of Public Works approved standards.

Grading and Drainage

1. The boundaries of a FEMA special hazard flood zone shall be shown on the grading and drainage plan.
2. Roof leaders and site drainage shall be directed to a vegetated area onsite or the City stormwater drainage system. A dissipator box or other energy reduction method shall be used.
3. The owner/applicant shall submit C3 & C6 stormwater pollution prevention checklist, impervious calculation checklist and BMP measures checklist prior to design review approval.

Utilities

1. The owner/applicant shall submit a sanitary sewage plan. Flows from the proposed development shall be estimated and their impact on the existing City collection system analyzed. Mitigation measures may be required to upgrade the City system.

NPDES Stormwater Controls (General)

2. Commercial/industrial facilities having vehicle/equipment cleaning needs and new residential complexes of 25 units or greater shall either provide a roofed, bermed area for washing activities or discourage vehicle/equipment washing by removing hose bibs (faucets) and installing signs prohibiting such uses. Vehicle/equipment washing areas shall be paved, designed to prevent run-on to or runoff from the area, and plumbed to drain to the sanitary sewer. A sign shall be posted indicating the location and allowed uses in the designated wash area. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.

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3. An appropriately equipped facility that drains to the sanitary sewer must be provided for washing and/or steam cleaning activities. These conditions shall be required for automotive related businesses.

MRP Regulated Project:

1. Project shall comply with all requirements of the Municipal Regional Stormwater NPDES Permit Provision C.3. Please refer to the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) C.3 Stormwater Technical Guidance Manual for assistance in implementing LID measures at the site.

[Optional: http://www.flowstobay.org/bs_new_development.php]

2. *[Redevelopment Projects that result in an alteration of 50% or more of the existing impervious surface]* Treatment controls shall be designed and sized to treat run-off from the entire redevelopment project (including all existing, new, and/or replaced impervious areas) using flow or volume based sizing criteria specified in Provision C.3.d of the Municipal Regional Stormwater Permit.
3. *[Redevelopment Projects that results in an alteration of less than 50% of the existing impervious surface]* Treatment controls shall be designed and sized to treat run-off from new and/or replaced impervious areas only.

Source Control Conditions [Staff must require all applicable source controls for C.3 Regulated Projects]:

1. Trash storage areas (including recycling or food compactor areas or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Covered areas shall be sloped so that spills and washwater flow to area drains connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
2. Interior level parking garage floor drains, and any other interior floor drains, shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
3. Efficient irrigation systems shall be used throughout all landscaped areas in accordance with the Model Water Efficient Landscape Ordinance.
4. On-site storm drain inlets shall be clearly marked with the words "No Dumping! Flows to Bay," or equivalent using thermoplastic material or a plaque.

ADDITIONAL PERFORMANCE STANDARDS

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5. Fueling areas shall be separated from the rest of the site by a grade break that prevents run-on of stormwater, and covered by a canopy that extends a minimum of 10 feet in each direction from each pump.
6. Boiler drain lines, roof top equipment with drain lines, and/or equipment for washing and/or steam cleaning activities shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
7. Land uses involving vehicle and equipment repair and maintenance shall provide a designated, indoor area for these activities.
8. Projects with architectural copper should, if possible, purchase copper materials that have been pre-patinated at the factory. Whether patination is done offsite or onsite, applicant should consider coating the copper materials with an impervious coating that prevents further corrosion and runoff. If patination is done on-site, implement one or more of the following:
 - ☐ Discharge the rinse water to landscaping. Ensure that the rinse water does not flow to the street or storm drain. Block off storm drain inlet if needed.
 - ☐ Collect rinse water in a tank and pump to the sanitary sewer. Contact your local sanitary sewer agency before discharging to the sanitary sewer.
 - ☐ Collect the rinse water in a tank and haul off-site for proper disposal.

Site Design Conditions [At least one site design measure must be implemented for C.3 Regulated Projects]:

1. Direct roof runoff into cisterns/rain barrels and use rainwater for irrigation or other non-potable use.
2. Direct roof runoff onto vegetated areas. Stormwater treatment of the roof runoff is not required if the vegetated area is designed as a self-retaining area, as described in Section 4.3 of the C.3 Technical Guidance.
3. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas. Stormwater treatment of the roof runoff is not required if the vegetated area is designed as a self-retaining area, as described in Section 4.3 of the C.3 Technical Guidance.
4. Construct sidewalks, walkways, patios, bike lanes, driveways, and/or uncovered parking lots with permeable surfaces. These include porous pavement (asphalt and concrete), turf block, and permeable joint pavers. Use of permeable surfaces may reduce the size of the required treatment measure by lowering the amount of runoff generated, however, run-off from permeable surfaces will not be exempt from having to receive treatment unless properly designed as "self-treating areas" or "self-retaining areas". Refer to sections 4.2 or 4.3 of the C.3 Tech Guidance, respectively.

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Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

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5. Minimize land disturbance and impervious surface (especially parking lots).
6. Maximize permeability by clustering development and preserving open space.
7. Use micro-detention, including distributed landscape-based detention.
8. Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.

Treatment Control Conditions

[Refer to the project's completed C.3 and C.6 Development Review Checklist or Stormwater Requirements Checklist to identify the applicable type of treatment control. Conditions of Approval are presented for the following types of treatment controls: Infiltration Measures or Devices, Rainwater Harvesting, Biotreatment Measures, and Special Projects Proposing Non-LID Treatment Measures.]

Infiltration Measures (Bioinfiltration and Infiltration Basins) or

Infiltration Devices (Dry Wells and Infiltration Trenches) *[Apply the following Conditions of Approval if applicant demonstrated during the Planning Phase that it is feasible to infiltrate 80% of the average annual runoff volume]:*

1. In-situ infiltration rate shall be determined or confirmed by means of percolation testing for all infiltration treatment measures and devices.
2. Infiltration devices shall not be used where confirmed seasonal high groundwater is less than 10 feet from the bottom of infiltration measure or device.
3. Infiltration treatment measures or devices shall be designed in accordance with the infiltration guidance in Appendix E of the C.3 Technical Guide.

Rainwater Harvesting *[Apply the following Conditions of Approval if applicant demonstrated during the Planning Phase that it is feasible for the project to harvest and use 80% of the average annual runoff volume]:*

1. Applicant shall submit with the Stormwater Management Plan final harvested water demand calculations for the project. Sources of demand should only be included in the final calculations if they are reliably and consistently present during the wet season.
2. Applicant shall ensure that harvest and re-use systems (number and dimensions of cisterns/rain barrels) are sized to accommodate the treatment volume defined in Provision C.3.d of the MRP while meeting drawdown requirements and harvested water demand.

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Biotreatment Measures:

[Apply the following Conditions of Approval ONLY when the applicant has demonstrated that it is infeasible to infiltrate or harvest and use 80% of the average annual runoff volume.]

1. Biotreatment measures (including bioretention areas, flow-through planters and non-proprietary tree well filters) shall be sized to treat run-off from 100% of the applicable drainage area (all impervious areas and applicable landscaped areas) using flow or volume based sizing criteria as described in the Provision C.3.d of the MRP, or using the simplified sizing method (4% rule of thumb), described in the C.3 Technical Guidance and based on the flow-based sizing criteria in Provision C.3.d.i.(2)(c). *Alternative biotreatment measure that is not in the C.3 Technical Guidance concept shall be pre-approved by the Planning Department.]*

Special Projects Proposing High Flow-Rate Tree Well Filters and/or High Flow-Rate Media Filters

[High flow-rate tree well filters and high flow-rate media filters may be used ONLY for Special Projects that meet the criteria specified in Provision C.3.e.ii and ONLY for the percentage of stormwater runoff for which the project is allowed to use non-LID treatment as shown on the project's completed Special Projects Worksheet]:

2. Design of non-LID treatment measures shall be consistent with applicable technical guidance in Chapter 6 of the C.3 Technical Guidance.
3. Project documentation for Special Projects proposing to use high flow-rate tree well filters and/or media filters shall include the following information for municipal staff to prepare a narrative discussion of the feasibility or infeasibility of 100% LID treatment:
 - ☐ Completed C.3 and/or C.6 Development Review Checklist or Stormwater Requirements Checklist, including the section regarding feasibility of infiltration and rainwater harvesting and use.
 - ☐ A description of the site drainage, including the site slope, direction of flow, and how the site was divided into drainage management areas that will each drain to a separate stormwater treatment measure.
 - ☐ A description of any drainage management areas for which self-treating or self-retaining areas (such as pervious pavement, green roofs or landscaped areas) or LID treatment measures are provided.
 - ☐ An explanation of how the routing of drainage has been optimized to route as much drainage as possible to LID features and facilities (if any).
 - ☐ A description of constraints to providing on-site LID, including a description of portions of the site that are proposed to drain to tree-box type high flow rate biofilters and/or vault-based high flow rate media filters include some areas that are not covered by buildings. This description shall explain why pervious paving is not used for impervious

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paved areas that are proposed to drain to a non-LID treatment measure, and it shall explain why LID measures cannot be constructed in any proposed landscaped areas within an area that is proposed to drain to a non-LID treatment measure.

- ☐ A description of constraints to providing off-site LID, including a statement regarding whether the project applicant owns or otherwise controls land within the same watershed of the project that can accommodate in perpetuity off-site bioretention facilities adequately sized to treat the runoff volume of the primary project.

Hydromodification Management (HM) Conditions:

[Apply the following Conditions of Approval only to projects that create or replace 1 acre or more of impervious area, increase the impervious surface area over pre-project conditions, and are located within the HM Control Area.

1. Post-construction stormwater discharge rates and durations shall not exceed pre-project rates and durations from 10% of the pre-project 2-year peak flow up to the pre-project 10- year peak flow.
2. The post-project flow duration curve shall not deviate above the pre-project flow duration curve by more than 10% over more than 10% of the length of the curve corresponding to the range of flows to control.

Operation & Maintenance (O&M) Conditions:

1. The Property Owner shall enter into a Maintenance Agreement with the municipality to ensure long-term maintenance and servicing by the Property Owner of stormwater site design and treatment control *[and/or HM]* measures according the approved Maintenance Plan(s). The Maintenance Agreement shall be recorded for the property.

Installation Conditions:

MRP Non-Regulated Projects (including individual single-family home projects)

Source Control Conditions *[Municipal staff shall consider requiring applicable source controls for non- regulated projects]:*

2. Trash storage areas (including recycling or food compactor areas or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Covered areas shall be sloped to drain to area drains connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.

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3. Interior level parking garage floor drains, and any other interior floor drains, shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
4. Efficient irrigation systems shall be used throughout all landscaped areas in accordance with the Model Water Efficient Landscape Ordinance [or comparable local ordinance].
5. On-site storm drain inlets shall be clearly marked with the words "No Dumping! Flows to Bay," or equivalent using thermoplastic material or a plaque.
6. Fueling areas shall be separated from the rest of the site by a grade break that prevents run-on of stormwater, and covered by a canopy that extends a minimum of 10 feet in each direction from each pump.
7. Boiler drain lines, roof top equipment with drain lines, and/or equipment for washing and/or steam cleaning activities shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
8. Provide a designated, indoor area for vehicle and equipment repair.
9. Projects with architectural copper should, if possible, purchase copper materials that have been pre-patinated at the factory. Whether patination is done offsite or onsite, applicant should consider coating the copper materials with an impervious coating that prevents further corrosion and runoff. If patination is done on-site, implement one or more of the following:
 - ☐ Discharge the rinse water to landscaping. Ensure that the rinse water does not flow to the street or storm drain. Block off storm drain inlet if needed.
 - ☐ Collect rinse water in a tank and pump to the sanitary sewer. Contact your local sanitary sewer agency before discharging to the sanitary sewer.
 - ☐ Collect the rinse water in a tank and haul off-site for proper disposal.

Site Design Conditions [Projects subject to Provision C.3.i must implement N-16; Municipal staff shall consider requiring applicable site design measures for non-regulated projects]:

10. Direct roof runoff onto vegetated areas.
11. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.

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12. Minimize land disturbance and impervious surface (especially parking lots).
13. Maximize permeability by clustering development and preserving open space.
14. Use micro-detention, including distributed landscape-based detention.
15. Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.

B. The following conditions shall be met prior to the issuance of the first building permit (i.e., foundation permit) and/or site development permits except as otherwise specified in the conditions.

Public Works Permits

1. The property owner/applicant shall apply for and obtain temporary encroachment permits from the Department of Public Works for work in the City public right-of-way, easements or property in which the City holds an interest, including driveway, sidewalk, sewer connections, sewer clean-outs, curb drains, storm drain connections, placement of a debris box.
2. The property owner/applicant shall apply for and obtain a permanent encroachment agreement from the Department of Public Works, with approval by the City Council, for a structure, retaining wall, awning, or other features constructed in the public right-of-way, easement or on property in which the City holds an interest.
3. Property owner/applicant shall apply for and obtain a grading permit from the Department of Public Works. The grading permit fee is based on the total amount of earth moved including cut and fill.

Other Agency Permits

1. All or a portion of the proposed improvements are located within a FEMA special flood hazard area. The applicant shall provide certification to the Public Works Department that the proposed Construction meets all the FEMA requirements for construction within a flood zone.
2. Construction activity resulting in a land disturbance of one acre or more, or less than one acre but part of a larger development shall obtain the Construction Activities Storm Water General Permit (General Permit) from the State Water Quality Control Board (<http://www.scrwb.ca.gov/stormwtr/construction.html> or (916) 341-5537). The State requires a completed Notice of Intent to comply (NOI) package and a Storm Water Pollution Prevention Plan (SWPPP) prepared in accordance with Section A of the General Permit prior to the commencement of soil disturbing activities. The State will issue a Waste

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Discharge Identification (WDID) number within 10 business days after it receives a complete NOI package (original signed NOI, vicinity map, and check). Applicant shall also submit copies of the NOI and SWPPP to the City for review and approval. Throughout the project life, the SWPPP shall be revised as necessary to accommodate site changes during to construction.

3. Verify location of utility meters, valves, back flow preventers, and hydrants with appropriate utility company. Show relationship of each to site improvements, such as retaining walls.

Public Improvements

Grading and Drainage

1. The owner/applicant shall submit a grading plan prepared by a California-registered Civil Engineer in accordance with City Grading Ordinance, Chapter 9, Section 3 of the City Code, with a grading permit application, for approval by the Department of Public Works and Building Division prior to any grading or clearing being performed on-site.
 - a) The applicant should note that if the proposed grading meets one or more of the criteria outlined in Section 9-23 of the City Code, a Planning Commission review will be required. Caution: If the total grading quantity changes after Planning Commission approval, a new grading approval may be required. The applicant may choose to complete the grading plan and calculations early in the planning process to limit delays in scheduling this review. (See Section 9-28 of City Code for review process). The plan shall incorporate the following restrictions:
 - b) All soils stockpiled on the site during construction shall be covered or otherwise protected from wind and water erosion.
 - c) During construction, erosion and sedimentation control plans shall be implemented in order to retain sediments on-site.
 - d) Site grading and finished construction shall be designed and executed in such a manner as to avoid diverting runoff onto other properties.
 - e) Restrictions and recommendation of the Geologic and Soils report as approved by the City Geologist.
2. The owner/applicant shall submit a dust control plan for approval by the Department of Public Works. To reduce dust levels, exposed earth surfaces shall be watered as necessary. The application of water shall be monitored to prevent runoff into the storm drain system. Spillage resulting from hauling operations along or across any public or private property shall be removed immediately. Dust nuisances originating from the contractor's operations, either inside or outside of the right-of-way shall be controlled – the measures shall include:

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- a) Water all active construction sites at least twice daily.
 - b) Cover all trucks hauling soil, sand, and other loose materials or require all trucks to maintain at least two feet of freeboard.
 - c) Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas, and staging areas at construction sites.
 - d) Sweep daily (with water sweepers) all paved access roads, parking areas and staging areas at construction sites.
 - e) Sweep streets daily (with water sweepers) if visible soil material is carried onto adjacent public streets.
 - f) Hydroseed or apply (non-toxic) soil stabilizers to inactive construction areas (previously graded areas inactive for ten days or more).
 - g) Enclose, cover, water twice daily, or apply non-toxic soil binders to exposed stockpiled materials.
 - h) Install sandbags or other erosion-control measures to prevent silt runoff to public roadways.
 - i) Replant vegetation in disturbed areas as quickly as possible.
 - j) Watering should be used to control dust generation during the break-up of pavement.
 - k) Cover all trucks hauling demolition debris from the site.
 - l) Use dust-proof chutes to load debris into trucks whenever feasible.
 - m) Water or cover stockpiles of debris, soil, sand or other materials that can be blown by the wind.
 - n) All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be in proper running order prior to operation.
 - o) Diesel powered equipment shall not be left inactive and idling for more than five minutes, and shall comply with applicable BAAQMD rules.
 - p) Use alternative fueled construction equipment, if possible.
 - q) All vehicle speeds on unpaved roads shall be limited to 15 mph.
 - r) Post a visible sign with the telephone number and person to contact at the Lead Agency regarding dust complaints. This person shall respond and take corrective action within 24 hours. The Air District phone number shall also be visible to ensure compliance with applicable regulations.
3. The proposed development may add or replace the impervious surface area of the property. The applicant shall provide calculations showing the total impervious area of the completed project with the building permit application. Calculations shall be submitted to the Department of Public Works for review and approval.

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4. Storm drainage calculations shall be required for all storm drains and overland flows. Drainage shed maps shall be submitted showing all upstream acreage and run-off coefficients for each tributary area. Overland flow paths and site release points shall be clearly identified. Calculations shall be submitted to the Department of Public Works for review and approval.

Utilities

1. Applicant must possess a valid sewer lateral certificate issued under City Ordinance Section 21-213 before receiving a final building permit for:
 - (a) Improvements valued by the building official at \$200,000 or more, or
 - (b) Work associated with a change in water service (e.g. change in meter size or adding a second meter).
2. Applicant shall install the sanitary sewer connection in accordance with Department of Public Works approved standards and pay the applicable sewer connection fee.
3. Sanitary sewer to include a back flow prevention device.
4. If PG&E is requiring the developer to put in the gas and/or electrical connection, then the developer must submit plans for the encroachment to the Department to Public Works.

NPDES Stormwater Controls (General)

1. The applicant shall submit an erosion and sedimentation control plan describing Best Management Practices (BMPs) to be used to prevent soil, dirt, and debris from entering the storm drain system. The plan shall include the following items:
 - a) A site plan showing the property lines, existing and proposed topography, and slopes; areas to be disturbed, locations of cut/fill and soil storage/disposal area; areas with existing vegetation to be protected; existing and proposed drainage patterns and structures; watercourses or sensitive areas on-site or immediately downstream of project; and designated construction access routes, staging areas and washout areas.
 - b) Erosion and sediment controls to be used during construction, selected as appropriate from the California Regional Water Quality Control Board, San Francisco Bay Region Erosion and
P.O. Box 791, Oakland, CA 94604-0791.
 - c) Methods and procedures to stabilize denuded areas and install and maintain temporary erosion and sediment control continuously until permanent erosion controls have been established.

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- d) Provision for preventing erosion and trapping sediment on-site, such as sediment basins or traps, earthen dikes or berms, fiber rolls, silt fence, check dams, storm drain inlet protection, soil blankets or mats, covers for soil stock piles and/or other measures.
 - e) Provisions for installing vegetative cover in disturbed areas, including areas to be seeded, planted, and/or mulched, and types of vegetation proposed.
 - f) Provision for diverting on-site runoff around exposed areas and diverting off-site runoff around the project site (e.g., swales and dikes).
 - g) Notes, specifications, and/or attachments describing the construction, operation and maintenance of erosion and sediment control measures, including inspection frequency; methods and schedule for grading, excavation, filling clearing of vegetation and storage and disposal of excavated or cleared material; types of vegetative cover and mulch, including methods and schedules for planting and fertilization; and provisions for temporary and permanent irrigation.
2. All plans shall conform to the requirements of the City NPDES stormwater discharge permit and the San Mateo Stormwater Pollution Prevention Plan (STOPPP). The project plans shall include permanent storm water quality protection measures. The project plans shall identify Best Management Practices (BMPs) appropriate to the uses to be conducted on-site to effectively prohibit the discharge of pollutants with storm water run-off. A Maintenance and Operation Agreement shall be prepared by applicant incorporating the conditions of this section.
 3. The developer shall provide to the first residents/occupants/tenants practical information materials (as furnished by the City) on good housekeeping for hazardous products, proper use and disposal of hazardous products, and prohibited discharge practices.
 4. All landscaping shall be maintained and shall be designed with efficient irrigation systems to reduce runoff, promote surface filtration, and minimize the use of fertilizers, herbicides and pesticides.
 5. The property owner/association shall implement a trash management and litter control program including emptying trash receptacles in common areas, noting trash disposal violations by homeowners or business, and notifying violators.
 6. Streets and parking lots must be swept immediately prior to and once during the storm season.
 7. Records of street cleaning shall be reported to the Department of Public Works on an annual basis on or before June 30 of each year.

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8. Outdoor storage areas for oils, fuels, solvents, coolant, and other chemicals shall be designed to provide secondary containment such as berms and roof covers. Process equipment sited outdoors shall be placed on an impermeable surface and covered. Property owners/associations shall implement a regular program of sweeping and litter control at these sites.
9. Loading docks shall be covered, surrounded by berms or curbs or otherwise constructed to prevent drainage onto or from the area. Water used for washing and accumulated waste shall be diverted to the sanitary sewer.
10. For stream erosion control, the stormwater discharge must pass through an erosion control structure such as an energy dissipater or other form of outlet protection prior to entering the stream. Bioengineered controls shall be used for stream bank protection as feasible.
11. No wastewater (including equipment cleaning wash water, vehicle wash water, cooling water, air conditioner condensate, and floor cleaning washwater) shall be discharged to the storm drain system, the street or gutter.

MRP Regulated Project:

1. Applicant shall prepare a Stormwater Management Plan (SWMP) that includes, at a minimum, exhibit(s) showing drainage areas and location of Low Impact Development (LID) treatment measures; project watershed; total project site area and total area of land disturbed; total new and/or replaced impervious area; treatment measures and hydraulic sizing calculations; a listing of source control and site design measures to be implemented at the site; hydromodification management measures and calculations, if applicable; NRCS soil type; saturated hydraulic conductivity rate(s) at relevant locations or hydrologic soil type (A, B, C or D) and source of information; elevation of high seasonal groundwater table; a brief summary of how the project is complying with Provision C.3 of the MRP; and detailed Maintenance Plans for each site design, source control and treatment measure requiring maintenance.

Source Control Conditions [Staff must require all applicable source controls for C.3 Regulated Projects]:

2. Project shall incorporate landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices such as Bay-Friendly Landscaping.
3. Roof drains shall drain away from the building and be directed to landscaping or a stormwater treatment measure.

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Site Design Conditions [At least one site design measure must be implemented for C.3 Regulated Projects]:

1. Self-treating areas must be designed to store and infiltrate the rainfall that lands on the self-treating area. Refer to Section 4.2 of the C.3 Technical Guidance.
2. Self-retaining areas must be designed to store and infiltrate the rainfall run-off volume described in the MRP Provision C.3.d (80% capture volume), for rainfall that lands on the self-retaining area and the impervious surface that drains to the self-retaining area. Refer to Section 4.3 of the C.3 Technical Guidance.
3. Plant or preserve interceptor trees (Section 4.1, C.3 Technical Guidance).

Treatment Control Conditions

[Refer to the project's completed C.3 and C.6 Development Review Checklist or Stormwater Requirements Checklist to identify the applicable type of treatment control. Conditions of Approval are presented for the following types of treatment controls: Infiltration Measures or Devices, Rainwater Harvesting, Biotreatment Measures, and Special Projects Proposing Non-LID Treatment Measures.]

1. No treatment measures (other than properly sealed and screened cisterns or rain barrels) shall have standing water more than 5 days, for vector control.

Infiltration Measures (Bioinfiltration and Infiltration Basins) or Infiltration Devices (Dry Wells and Infiltration Trenches) [Apply the following Conditions of Approval if applicant demonstrated during the Planning Phase that it is feasible to infiltrate 80% of the average annual runoff volume]:

2. All infiltration devices shall be located and designed to ensure no damage will occur to surrounding improvements from underground water.
3. Soil media within the bioinfiltration measure shall consist of 18 inches of biotreatment soil consistent with the Attachment L of the MRP.
4. Other parameters of final design shall be consistent with the design guidelines presented in the latest version of the C.3 Technical Guidance.

Rainwater Harvesting [Apply the following Conditions of Approval if applicant demonstrated during the Planning Phase that it is feasible for the project to harvest and use 80% of the average annual runoff volume]:

1. Cistern or rain barrel(s) shall be sealed and/or have appropriate screens to prevent entry by mosquitoes.

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2. Other parameters of final design shall be consistent with the design guidelines presented in the latest version of the C.3 Technical Guidance.

Biotreatment Measures:

[Apply the following Conditions of Approval ONLY when the applicant has demonstrated that it is infeasible to infiltrate or harvest and use 80% of the average annual runoff volume.]

1. Plant species used within the biotreatment measure area shall be consistent with Appendix A of the C.3 Technical Guidance.
2. Biotreatment soil mix for biotreatment measures shall have a minimum percolation rate of 5 inches per hour and a maximum percolation rate of 10 inches per hour, and shall be in conformance with Attachment L of the MRP, which is included in Appendix K of the C.3 Technical Guidance.
3. Design of biotreatment measures shall be consistent with technical guidance for the applicable type of biotreatment measure provided in Chapter 6 of the C.3 Technical Guidance.

Special Projects Proposing High Flow-Rate Tree Well Filters and/or High Flow-Rate Media Filters

[High flow-rate tree well filters and high flow-rate media filters may be used ONLY for Special Projects that meet the criteria specified in Provision C.3.e.ii and ONLY for the percentage of stormwater runoff for which the project is allowed to use non-LID treatment as shown on the project's completed Special Projects Worksheet]:

1. High flow-rate tree well filter products and/or high flow-rate media filter products shall be certified by the Technical Assessment Protocol Ecology (TAPE) of the Washington State Department of Ecology as meeting the TAPE protocol General Use Level Designation for Basic Treatment. For TAPE program information and use level designation statements see: <http://www.ecy.wa.gov/programs/wq/stormwater/newtech/basic.html>
2. Hydraulic sizing of high flow-rate tree well filters and/or high flow-rate media filters shall meet the hydraulic sizing criteria identified in Provision C.3.d and shall also be sized in accordance with the flow rate that was certified by the Washington State Department of Ecology Technical Assessment Protocol Ecology (TAPE) protocol General Use Level Designation for Basic Treatment.
3. Applicant shall clearly demonstrate, using Manufacturer's cut sheet or equivalent informational material and calculations, that non-LID treatment measures used are adequate for the area requiring treatment.

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Hydromodification Management (HM) Conditions:

[Apply the following Conditions of Approval only to projects that create or replace 1 acre or more of impervious area, increase the impervious surface area over pre-project conditions, and are located within the HM Control Area.

1. Flow control structures may be designed to continuously discharge stormwater at the very low flow rate Q_{cp} , where $Q_{cp} \leq 10\%$ of the pre-project 2-year flow.
2. Hydromodification (HM) Controls shall be designed using the Bay Area Hydrology Model (BAHM), unless the applicant uses an alternative continuous simulation hydrologic computer model as described in Attachment E of the MRP. Site-specific data shall be used with BAHM ([www. Bayareahydrologymodel.org](http://www.Bayareahydrologymodel.org)) or alternate continuous simulation hydrologic computer model.

Operation & Maintenance (O&M) Conditions:

1. A Maintenance Plan for every stormwater treatment control *[and/or HM]* measure or applicable site design measure, inclusive of maintenance and inspection checklists and Maintenance Inspection Report Forms, shall be submitted to the City for review and approval prior to issuance of a grading permit. A copy of the final, approved Maintenance Plan(s) shall be made a part of the Maintenance Agreement recorded for the property. A copy of the final, approved Maintenance Plan(s) shall also be on file at the municipality's Public Services Department.

MRP Non-Regulated Projects (including individual single-family home projects)

Source Control Conditions *[Municipal staff shall consider requiring applicable source controls for non-regulated projects]:*

2. Project shall incorporate landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices such as Bay-Friendly Landscaping.
3. Roof drains shall drain away from the building and be directed to landscaping or a stormwater treatment measure.

C. The following conditions shall be met prior to occupancy except as otherwise specified in the conditions.

Public Works Permits

1. The property owner/applicant shall apply for and obtain an administrative permanent encroachment agreement from the Department of Public Works, for placement of non-standard materials (i.e., brick pavers) within the public right-of-way.

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2. After the City permits are approved but before beginning construction, the owner/applicant shall hold a preconstruction conference with Building and Public Works Department staff and other interested parties. The developer shall arrange for the attendance of the construction manager, contractor, and all subcontractors who are responsible for grading and erosion and sedimentation protection controls.
3. Failure to comply with any permit condition may result in a “Stop Work” order or other penalty.

Other Agency Permits

1. A portion of the proposed work is within the State of California right-of-way. The applicant should contact the California Department of Transportation (Caltrans) to obtain an encroachment permit for this portion of the work.
2. The project includes construction or installation of stationary equipment that may cause air pollution. The applicant should contact the Bay Area Air Quality Management District (415-771-6000) to determine if an air quality permit is required.

Public Improvements

1. "As-built" drawings for any public improvement including streets, sewers, etc. shall be submitted to the City in AutoCAD on CD ROM.

Grading and Drainage

2. Grading shall be performed in accordance with the City Grading Ordinance, Chapter 9 of the City Code. Soil or other construction materials shall not be stockpiled in the public right-of-way unless an encroachment permit is obtained from the Department of Public Works. Grading shall neither be initiated nor continued between November 15 and April 15. Grading shall be done between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday unless otherwise specifically authorized by the Director of Public Works. The Stormwater Pollution Prevention Program Best Management Practices (BMPs) for construction shall be implemented to protect water quality.
3. The owner/applicant shall ensure that applicable Best Management Practices (BMPs) from the San Mateo Stormwater Pollution Prevention Program (STOPPP) are followed to prevent discharge of soil or any construction material into the gutter, stormdrain system or creek.

NPDES Stormwater Controls (General)

1. The owner/applicant shall ensure that all construction personnel follow standard BMPs for stormwater quality protection during construction of project. These include, but are not limited to, the following:

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- a) Store, handle and dispose of construction materials and wastes properly, so as to prevent their contact with stormwater.
 - b) Control and prevent the discharge of all potential pollutants, including solid wastes, paints, concrete, petroleum products, chemicals, washwater or sediment, and non-stormwater discharges to storm drains and watercourses.
 - c) Use sediment controls, filtration, or settling to remove sediment from dewatering effluent.
 - d) Do not clean, fuel, or maintain vehicles on-site, except in a designated area in which runoff is contained and treated.
 - e) Delineate clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses with field markers or fencing.
 - f) Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching or other measures as appropriate.
 - g) Perform clearing and earth moving activities only during dry weather (April 15 through November 14).
 - h) Limit and time applications of pesticides and fertilizers to prevent polluted runoff.
 - i) Limit construction access routes and stabilize designated access points.
 - j) Do not track dirt or other materials off-site; clean off-site paved areas and sidewalks using dry sweeping methods.
2. If construction is not complete by the start of the wet season (November 15 through April 15), prior to November 15 the developer shall implement a winterization program to minimize the potential for erosion and sedimentation. As appropriate to the site and status of construction, disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other winterization requirements shall include inspecting/maintaining/cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing physical means; rocking unpaved vehicle access to limit dispersion of mud onto public right-of-way; covering/tarping stored construction materials, fuels, and other chemicals. Plans to include proposed measures to prevent erosion and polluted runoff from all site conditions. As site conditions warrant, the Department of Public Works may direct the developer to implement additional winterization requirements.

MRP Regulated Project:

3. *[For projects discharging directly to CWA section 303(d)-listed waterbodies only]* Applicant shall ensure that post-construction levels of pollutants identified in the Clean Water Act (CWA) section 303(d) list for the receiving water body do not exceed pre-development levels.

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Source Control Conditions [Staff must require all applicable source controls for C.3 Regulated Projects]:

4. Fire sprinkler test water shall discharge to onsite vegetated areas, or, alternatively shall be discharged to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
5. Air conditioning condensate shall drain to landscaping, or alternatively may be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.

Operation & Maintenance (O&M) Conditions:

1. The Property Owner shall be responsible for conducting all servicing and maintenance as described and required by the treatment measure(s) [and HM measure] Maintenance Plan(s). Maintenance of all site design and treatment control [and/or HM] measures shall be the owner's responsibility.
2. Approved Maintenance Plans shall be kept on-site and made readily available to maintenance crews. Maintenance plans shall be strictly adhered to.
3. By April 1 each year, Maintenance Inspection and Servicing Reports for the stormwater treatment systems [and HM] shall be submitted to the municipality for the previous calendar year (January 1 through December 31).
4. Site access shall be granted to representatives of the City, the San Mateo County Mosquito and Vector Control District, and the Water Board, at any time, for the sole purpose of performing operation and maintenance inspections of the installed stormwater treatment systems [and HM controls]. A statement to that effect shall be made a part of the Maintenance Agreement and/or CC&Rs recorded for the property.
5. The Property Owner shall be required to pay for all municipal inspections of installed stormwater treatment systems as required by the Regional Water Quality Control Board or the municipality.

Installation Conditions:

1. The applicant shall coordinate installation of stormwater treatment measures with the municipality and shall arrange to have a municipal Special Inspector or designated third party inspector present at the time of installation. Applicant shall be responsible for all fees associated with special stormwater inspections during construction.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

June 10, 2014

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MRP Non-Regulated Projects (including individual single-family home projects)

Source Control Conditions [Municipal staff shall consider requiring applicable source controls for non-regulated projects]:

2. Fire sprinkler test water shall discharge to onsite vegetated areas, or, alternatively shall be discharged to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
3. Air conditioning condensate shall drain to landscaping, or alternatively may be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.

Site Design Conditions [Projects subject to Provision C.3.i must implement N-16; Municipal staff shall consider requiring applicable site design measures for non-regulated projects]:

1. Construct sidewalks, walkways, patios, bike lanes, driveways, and/or uncovered parking lots with permeable surfaces. These include porous pavement (asphalt and concrete), turf block, and permeable joint pavers.
2. Plant or preserve interceptor trees (see Section 4.1, C.3 Technical Guidance).

STANDARD CONDITIONS - In addition to any conditions that may be imposed on an individual project application, all projects shall be subject to the following standard conditions.

- (a) Site Planning
 - (1) Development shall be geologically stable. Geologic stability shall be created by measures including, but not limited to, repair and recompaction of existing unstable areas.
 - (2) Development on sloping areas in excess of 30% shall be terraced or otherwise designed to avoid flat pad grading.
 - (3) New construction shall be located outside of the dripline of existing, preserved trees to the greatest extent practicable.
- (b) Site Preparation
 - (1) Grubbing and other site preparation methods shall be limited to the smallest area feasible for the proposed use and development.
 - (2) Where no new development or landscaping is proposed, brush clearance shall be limited to the minimum amount needed for fire safety purposes. Complete brush removal shall not be allowed.
 - (3) Grading shall be conducted in accordance with all City regulations, with the terms and conditions of the approved geo-technical and geological reports and shall not create any hazardous conditions or damage to surrounding properties.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

June 10, 2014

Page 26 of 26

(c) Landscape Design

- (1) Replacement trees shall be provided in accordance with the provisions of Section 25 (Trees) of the Belmont City Code.
- (2) Two-year performance deposits shall be required when five or more replacement trees are required.

Additional Conditions

1. Filter media for catch basins is no longer accepted by the State as an effective means to clean water. Bio-swales are only acceptable if other means of C3 measures are not feasible, e.g. harvesting, bio-evaporation etc. Submit C3 and C6 worksheet attached and revise design accordingly. Treatment design shall take into consideration that the landfill cap does not allow filtration of water from the surface. Soils engineer shall analysis how infiltration of water will affect settlement and stability of the site.
2. Install new ADA compliance driveway approaches on Island Parkway.
3. Install new ADA ramp at Island Parkway at the curb return into the sports field parking lot.
4. Submit hydraulic calculations for storm and sewer systems in the vicinity of property to ensure no impact to the surrounding City's systems.
5. Show utility information on civil engineering drawings.
6. Please refer to Chapter 7 Article IX of the Belmont City Ordinance for floodplain management requirements.
7. Show all easements as shown in the title report on the civil engineering drawing. Provide a copy of the ALTA/ACSM survey prepared by Underwood & Rosenblum, inc. job no. J10103 and Plat of Lands of the City of Belmont dated September 25, 2003, Job No. 687-15 as shown in item 27 of the title report. No structures shall encroach onto any easement.

Certification of Approved Final Conditions:

Carlos de Melo, Community Development Director

Date



STAFF REPORT

Meeting Date: June 10, 2014

Agenda Item #8C

Agency: City of Belmont

Staff Contact: Rick Locke, Public Works, 367-4706, rlocke@belmont.gov

Agenda Title: Resolution Approving a Purchase Order for Thermoplastic Striping for Road Markings at Various Locations City-Wide for an Amount not to Exceed \$25,000

Agenda Action: Resolution

Recommendation

Staff recommends City Council approve a purchase order for thermoplastic striping for road markings at various locations City-wide for an amount not to exceed \$25,000.

Analysis

Belmont uses both paint and thermoplastic striping for its road markings. City maintenance crews replace striping on an as-needed basis to ensure that the traffic patterns are not affected by faded or deteriorated striping legends and markings. The average life of a striping with lead-free water-borne traffic paint is one year, which requires on-going maintenance. The average life of a thermoplastic striping application is 7 to 10 years, which reduces the striping maintenance, improves street appearance, and better serves the community. This type of road markings are one of the most common types of striping based on its balance between cost and performance longevity.

On an annual basis, staff evaluates its inventory of road markings for locations where the striping needs to be redone to ensure safety for the right-of-way users. City does not have the staff resources or the equipment to conduct thermoplastic striping in-house except in small-scale applications. Therefore, Council approval is requested to solicit proposals from qualified contractors to conduct this annual striping project. Staff prioritizes the most critical areas to be addressed first. The areas to undergo striping include arterial, collectors, and residential streets, some of which are located near schools. After the proposals are received, City will award the project to the lowest responsible and responsive bidder for an amount not to exceed \$25,000.

Alternatives

1. Refer back to staff for further information
2. Take no action

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: 231-3-751-8430/Repair and Maintenance Services

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO. 2014

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING
A PURCHASE ORDER FOR THERMOPLASTIC STRIPING FOR ROAD MARKINGS
AT VARIOUS LOCATIONS CITY-WIDE FOR AN AMOUNT NOT TO EXCEED
\$25,000**

WHEREAS, the City of Belmont uses both paint and thermoplastic striping for its road markings and legends; and,

WHEREAS, on an annual basis staff evaluates locations where road marking have either faded or deteriorated and need to be redone; and,

WHEREAS, the average life of a thermoplastic marking application is 7 to 10 years, reduces striping maintenance, improves street appearance, and better serves the community; and,

WHEREAS, funds are available in the FY 2012-2013 budget Account Number 231-3-751-8430/Repair and Maintenance Services.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to issue a purchase order to the lowest responsible and responsive bidder for thermoplastic striping for road markings City-wide for an amount not to exceed \$25,000.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: June 10, 2014

Agenda Item #8D

Agency: City of Belmont

Staff Contact: Gilbert Yau, Department of Public Works, 650-595-7467, gyau@belmont.gov

Agenda Title: Resolution Approving Plans and Specifications, Authorizing Advertisement for Sealed Bids, Authorizing the City Manager to Execute a Contract to the Lowest Responsible Bidder for an Amount not to Exceed \$90,000, and Approving a Construction Contingency not to Exceed \$9,000, for the Ralston Avenue and Harbor Boulevard Storm Pump Stations Lids Replacement Project, City Contract Number 2014-522

Agenda Action: Resolution

Recommendation

Staff recommends that the City Council: 1) approve plans and specifications; 2) authorize advertisement for sealed bids; 3) approve award of contract to the lowest responsible bidder for an amount not to exceed \$90,000; 4) approve a ten percent construction contingency; and 5) authorize the City Manager to execute a contract for the Ralston Avenue and Harbor Boulevard Storm Pump Stations Lids Replacement Project, City Contract Number 2014-522.

Background

On February 25, 2014, the Council approved the consultant contract for the design of the Ralston Avenue and Harbor Boulevard Storm Pump Stations Lids Replacement Project, City Contract Number 2014-522. The two pump stations were built at the end of the 1990s with access lids that are constructed with twelve inch (12") thick reinforced concrete. These lids are heavy and difficult to open for maintenance and repair.

In order to conduct inspections and routine maintenance, staff has to use a backhoe to remove the lids at the Ralston Avenue Pump Station. On the other hand, staff is not able to open the lids with standard equipment at the Harbor Boulevard Pump Station where the station is located adjacent to Caltrain tracks and surrounded by trees. Large equipment cannot be used unless operated under strict Caltrain requirements and with extreme care. This makes maintenance and repairs at both stations very difficult and creates safety concerns especially during an emergency.

Analysis

Public Works Department has worked with the design consultant to prepare plans and specifications for the Ralston Avenue and Harbor Boulevard Storm Pump Stations Lids Replacement Project. Special permits are required by Caltrain for the operation of equipment around the Caltrain right-of-way.

Staff has evaluated several alternatives and proposes metal lids for ease of operation and low construction cost. Standard manufactured lids cannot be used due to the non-standard size of the vault openings. The anchorage of new lids and their frames to the storm station vaults are designed by the structural engineer. Safety nets will also be installed for the protection of workers from falling into the

well. Additionally, the lids at the Ralston Avenue Pump Station are designed to withstand vehicular loads; the lids at the Harbor Boulevard Station are designed to withstand only for the 2,400 pound generator weight in case it needs to be rolled out from the equipment room for repair. Since the Harbor Station is raised above street level, its lids do not need to be designed for vehicular loading.

The estimated construction cost for the project is \$90,000, and is expected to take approximately 90 days after award of a contract to the selected contractor.

The Ralston Avenue and Harbor Boulevard Storm Pump Stations Lids Replacement Project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (b) for the maintenance, repair or minor alteration of existing utility facilities.

Alternatives

1. Take no action
2. Refer back to staff for more information

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Storm Drain Improvement Project Fund 525-3-730-6015-9030

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$90,000, AND APPROVING A CONSTRUCTION CONTINGENCY NOT TO EXCEED \$9,000, FOR THE RALSTON AVENUE AND HARBOR BOULEVARD STORM PUMP STATIONS LIDS REPLACEMENT PROJECT, CITY CONTRACT NUMBER 2014-522

WHEREAS, the Ralston Avenue pump station and Harbor Boulevard pump station were built at the end of 1990s; and,

WHEREAS, the existing lids are constructed with 12" thick reinforced concrete and heavy equipment is needed to lift the lids for maintenance and repair; and,

WHEREAS, the metal lids with safety nets will allow easier access and ensure the safety of staff; and,

WHEREAS, the Ralston Avenue and Harbor Boulevard Storm Pump Stations Lids Replacement Project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 (b) for the maintenance, repair or minor alteration of existing utility facilities; and,

WHEREAS, the engineer's estimated cost is \$90,000 and will be funded by Storm Drain Improvement Project Fund 525-3-730-6015-9030.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Approves plans and specifications for the Ralston Avenue and Harbor Boulevard Storm Pump Stations Lids Replacement Project, City Contract Number 2014-522.

SECTION 2. Authorizes advertisement for sealed bids for this work.

SECTION 3. Approves the award of contract to the lowest responsible bidder for an amount not to exceed \$90,000, and a ten percent construction contingency.

SECTION 4. Authorizes the City Manager to execute the contract with the lowest responsible bidder.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: June 10, 2014

Agenda Item #8-E

Agency: City of Belmont

Staff Contact: Jennifer Rose, Finance Department; (650) 595-7453; jrose@belmont.gov

Agenda Title: Resolution Authorizing The Filing Of An Application For Funding Assigned To The Metropolitan Transportation Commission For Completion Of The Belmont Village Implementation Plan And Committing Any Necessary Matching Funds Not To Exceed \$110,000 And Stating The Assurance To Complete The Project

Agenda Action: Resolution

Recommendation

It is recommended that the City Council adopt the attached resolution thereby authorizing filing of the necessary application to obtain grant funding for the Belmont Village Implementation/Specific Plan and committing matching funds not to exceed \$110,000 and stating commitment to complete the project.

Background/Analysis

In January 2014, the Belmont City Council authorized submittal of an application to the City/County Association of Governments of San Mateo County (C/CAG) for Priority Development Area (PDA) Planning Grant funds to be used for preparation of a Belmont Village Specific/Implementation Plan (the "Project"). This regulatory document is one of six priority action items approved by the City Council to be prepared as part of the City's comprehensive Downtown Belmont revitalization efforts.

On May 8th the C/CAG Board of Directors awarded funding to three projects that were recommended by the scoring panel. The Belmont Village Specific/Implementation Plan is one of those three projects; the grant amount for Belmont was \$440,000, with the City having pledged an additional \$110,000 in local matching funds. Over the next several months staff will be working with C/CAG and the Metropolitan Transportation Commission (MTC) to obtain these federal funds; work on the Project is expected to commence in January 2015.

The first action required by the City of Belmont in order to receive these funds is to adopt a resolution that does the following actions:

1. Authorize filing of an application for funding assigned to MTC for the Local Priority Development Area (PDA) Planning and Implementation Program; and,
2. Committing any necessary local matching funds, not to exceed \$110,000; and,
3. Stating the City's assurance that the Project will be completed.

Adoption of the attached Resolution would satisfy this first required step towards receiving grant funding.

Alternatives

1. Take No Action, thereby not authorizing the City to receive MTC and C/CAG grant funding.

Attachments

A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Targeted Economic Development Project – 275-5-902-8351

The fiscal year 2015 budget includes a transfer from the General Fund to the Housing Successor Fund for \$110,000 to provide the required matching funds, consistent with the City Council action in January 2014 authorizing use of these funds.

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☒ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDING ASSIGNED TO THE METROPOLITAN TRANSPORTATION COMMISSION FOR COMPLETION OF THE BELMONT VILLAGE IMPLEMENTATION PLAN AND COMMITTING ANY NECESSARY MATCHING FUNDS NOT TO EXCEED \$110,000 AND STATING THE ASSURANCE TO COMPLETE THE PROJECT

WHEREAS, the City of Belmont is submitting an application to the Metropolitan Transportation Commission (MTC) for \$440,000 in funding assigned to MTC for programming discretion, including but not limited to federal funding administered by the Federal Highway Administration (FHWA) such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality Improvement (CMAQ) funding and/or Transportation Alternatives (TA) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the Belmont Village Implementation Plan (herein referred to as PROJECT) for the Local Priority Development Area (PDA) Planning and Implementation Program (herein referred to as PROGRAM); and,

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP 21) authorize various federal funding programs including, but not limited to the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and,

WHEREAS, state statutes, including California Streets and Highways Code 182.6 and 182.7 provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and,

WHEREAS, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal funds for a project shall submit an application first with the appropriate MPO for review and inclusion in the MPO's Transportation Improvement Program (TIP); and,

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and,

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of federal funds; and,

WHEREAS, the City of Belmont is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City of Belmont is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under MAP-21 for continued funding.

SECTION 2. The City of Belmont by adopting this resolution does hereby state that:

1. The City of Belmont will provide any required matching funds; and,
2. The City of Belmont understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the City of Belmont from other funds, and that the City of Belmont does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and,
3. The City of Belmont understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and the City of Belmont has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation projects, and has assigned, and will maintain a single point of contact for all FHWA-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans and FHWA on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA-funded transportation projects implemented by the City of Belmont; and,
4. The PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP; and,
5. The City of Belmont and the PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and,
6. The City of Belmont agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866, as necessary.

SECTION 3. That the City of Belmont is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects.

SECTION 4. That the City of Belmont is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT.

SECTION 5. That there is no legal impediment to the City of Belmont making applications for the funds.

SECTION 6. That there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of the City of Belmont to deliver such PROJECT.

SECTION 7. That the City of Belmont authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL

DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution.

SECTION 8. That a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application.

SECTION 9. That the MTC is requested to support the application for the PROJECT described in the resolution and to include the PROJECT, if approved, in MTC's federal TIP.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Meeting Date: June 10, 2014

Agenda Item #8G

STAFF REPORT

Agency: City of Belmont

Staff Contact: Bill Mitchell, I.T. Department, (650) 637-2970, bmittchell@belmont.gov

Agenda Title: Annual Software Maintenance – ESRI ArcGIS Application

Agenda Action: Resolution of the City Council Authorizing the Issuance of a Purchase Order to ESRI Inc., Procuring Annual Software Maintenance and Support for the ArcGIS Mapping Application, for an Amount not to Exceed \$8,637

Recommendation

Authorize the City Manager to execute a purchase order to ESRI Inc., for software maintenance and support of the ArcGIS mapping application in an amount not to exceed \$8,637.

Background

The City Council authorized the initial purchase of ArcGIS, a Geographic Information System, in August 2000, and has authorized payment for annual software maintenance and support for each subsequent year.

This purchase provides continued maintenance, technical support, and delivery of all future software updates/upgrades for the ArcGIS software for the period July 1, 2014 thru June 30, 2015.

The GIS application supports all City mapping requirements. In addition, this application is a key component to several critical systems, including: RIMS (Police Department), CRW (Community Development), and Hansen (Public Works & Finance).

Analysis

ESRI Inc., as owner and manufacturer, is the sole-source provider of software maintenance (annual renewal of software updates/upgrades).

Alternatives

1. Deny recommendation.
2. Refer back to staff for more information and/or alternative options.

Attachments

- A. Resolution
- B. Quote

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Account 573-1-301-8359

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☒ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

* Information Technology Plan.

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO ESRI INC., PROCURING ANNUAL SOFTWARE MAINTENANCE AND SUPPORT FOR THE ARCGIS MAPPING APPLICATION, FOR AN AMOUNT NOT TO EXCEED \$8,637

WHEREAS, the City Council authorized the purchase of GIS software and hardware in August of 2000; and,

WHEREAS, ArcGIS is used to support the City's mapping needs and is a key component to several critical systems; and,

WHEREAS, ESRI Inc., is the sole-source provider of the annual software maintenance for ArcGIS.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to issue a purchase order to ESRI Inc., procuring annual software maintenance and support for the City's ArcGIS mapping application, for an amount not to exceed \$8,637.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

**esri**[®]

380 New York Street
Redlands, CA 92373
Phone: 888-377-45752063
Fax #: 909-307-3083

Quotation

Date: 04/01/2014**Quotation Number:** 25625769

City of Belmont
Technology Dept
1 Twin Pines Ln Ste 365
Belmont CA 94002

Send Purchase Orders To:

Esri, Inc.
380 New York Street
Redlands, CA 92373-8100
Attn: Pete Bennett

Please include the following remittance address on your Purchase Order:

Esri, Inc.
File #54630
Los Angeles, CA 90074-4630

Customer Number: 191052

For questions regarding this document, please contact Customer Service at 888-377-4575.

Item	Qty	Material#	Unit Price	Extended Price
10	1	52384 ArcGIS for Desktop Advanced Concurrent Use Primary Maintenance Start Date: 07/01/2014 End Date: 06/30/2015	3,000.00	3,000.00
1010	1	87194 ArcGIS for Desktop Basic Concurrent Use Primary Maintenance Start Date: 07/01/2014 End Date: 06/30/2015	700.00	700.00
2010	3	87195 ArcGIS for Desktop Basic Concurrent Use Secondary Maintenance Start Date: 07/01/2014 End Date: 06/30/2015	500.00	1,500.00
3010	5	97444 ArcGIS Engine without Extension Maintenance Start Date: 07/01/2014 End Date: 06/30/2015	100.00	500.00
4010	2	109271	625.00	1,250.00

The items on this quotation are subject to the terms set forth herein and the terms of your agreement with Esri, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal.

Any estimated sales and/or use tax has been calculated as of the date of this quotation and is merely provided as a convenience for your organization's budgetary purposes. Esri reserves the right to adjust and collect sales and/or use tax at the actual date of invoicing. If your organization is tax exempt or pays state taxes directly, then prior to invoicing, your organization must provide Esri with a copy of a current tax exemption certificate issued by your state's taxing authority for the given jurisdiction.

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

Issued By: Pete Bennett**Ext:** 2063

[CSBATCHDOM]

To expedite your order, please reference your customer number and this quotation number on your purchase order.

**esri®**

380 New York Street
Redlands, CA 92373
Phone: 888-377-45752063
Fax #: 909-307-3083

Quotation

Page 2

Date: 04/01/2014

Quotation Number: 25625769

Item	Qty	Material#	Unit Price	Extended Price
ArcGIS for Server Workgroup Standard One Core Additional Maintenance Start Date: 07/01/2014 End Date: 06/30/2015				
5010	1	109900	1,250.00	1,250.00
ArcGIS for Server Workgroup Standard Up to Two Cores Maintenance Start Date: 07/01/2014 End Date: 06/30/2015				
Subtotal				8,200.00
Estimated Taxes				436.52
Total				\$ 8,636.52

DUNS/CEC: 06-313-4175 **CAGE:** 0AMS3



STAFF REPORT

Meeting Date: June 10, 2014

Agenda Item #8-F

Agency: City of Belmont

Staff Contact: Jennifer Rose, Finance Department, (650) 595-7453, jrose@belmont.gov

Agenda Title: Resolution of The City Council Authorizing Extension of HIP Housing Service Agreement

Agenda Action: Resolution

Recommendation

Adopt the attached resolution authorizing extension of a Service Agreement with HIP Housing to provide housing assistance to Belmont residents for fiscal years 2015 and 2016 for an amount not to exceed \$5,000 annually.

Background

The City of Belmont, through both the former Belmont Redevelopment Agency (“RDA”) and as the Housing Successor Agency, has historically provided funding to HIP Housing (Human Investment Project) to help Belmont residents who are in need of affordable housing. Prior to dissolution of the Belmont Redevelopment Agency, the Agency allocated \$15,000 annually to help fund this non-profit housing provider, and for fiscal years 2013 and 2014 the City of Belmont, acting as the Housing Successor Agency, allocated \$5,000 annually to HIP Housing. The assistance comes in the form of three programs: 1) Home Sharing, 2) Self-Sufficiency, and 3) Property Development. HIP Housing cites Home Sharing as the most crucial program for Belmont residents. The attached letter from HIP Housing gives an overview of their services and states the mission, goals and objectives for the current and upcoming fiscal year.

Analysis

While the Belmont Redevelopment Agency was dissolved as of February 1, 2012, the requirement for the City of Belmont to plan for provision of affordable housing as outlined in the City’s General Plan Housing Element remains in effect. While a number of programs and policies offered by the former Belmont RDA can no longer be implemented due to lack of funding, there are opportunities for provision of low-income housing assistance that can be accommodated using currently available financial resources.

In January 2013 the City Council Adopted Resolution No. 2013-013 which acknowledged Belmont’s participation in the San Mateo County Sub-Regional Housing Needs Assessment (“RHNA”) process and accepted the City’s share of the County-wide housing need for the upcoming Housing Element planning period (2014-2022). The RHNA requires each jurisdiction to plan for housing units in the very-low, low, and moderate income levels. HIP Housing pools financial resources from multiple agencies throughout the County to serve lower income need groups that Belmont would not otherwise be able to serve through our Housing and Economic Development efforts. Provision of financial support to HIP Housing is one of several programs identified in the Housing Element that helps to serve low- and very-low income households.

Funding for HIP Housing was formerly provided by the Belmont RDA from Low-Moderate Income Housing set-aside tax increment funds. The City of Belmont, acting as the Housing Successor Agency, allocates funding and staffing resources towards management of the City's affordable housing programs and real property assets. Funding for this division is generated by rental revenues received for Belmont's five housing rental properties. The fiscal year 2013 and 2014 budgets included \$5,000 of professional assistance funding for HIP Housing. The same amount is proposed for fiscal years 2015 and 2016.

Provision of funding to HIP Housing is consistent with Goal 3 the Belmont General Plan Housing Element which states the City's intent to, *"Expand and protect housing opportunities for all economic segments and special needs groups."* Housing Element Program 3.4, *Nonprofit Assistance*, calls for continued provision of financial assistance to various community service organizations, such as HIP Housing, that serve lower income housing residents within the City.

Alternatives

1. Take No Action, thereby not extending the HIP Housing service agreement.

Attachments

- A. Implementing Resolution
- B. HIP Housing Request and Proposal, dated 12/18/13

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: 275-5-902-8351; \$5,000 annually.

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING EXTENSION OF HIP HOUSING SERVICE AGREEMENT

WHEREAS, the City of Belmont has limited resources available for provision of low- and very-low income housing resources; and,

WHEREAS, the City desires to encourage a balance between jobs and housing by supporting suitable housing opportunities for the local workforce; and,

WHEREAS, the Human Investment Project (HIP Housing) provides a series of programs that provide direct assistance to residents in San Mateo County, including the Home Sharing program, the Self Sufficiency program, and the Property Development Program, as outlined in the HIP Housing Proposal, Exhibit A; and,

WHEREAS, HIP Housing has confirmed through quarterly program reports that there is a growing demand for these programs by Belmont residents; and,

WHEREAS, HIP Housing is uniquely positioned to provide resources and assistance to lower-income households that are not otherwise served by the Belmont Housing Successor, which will help the City meet its Regional Housing Needs Assessment obligations; and,

WHEREAS, this action is consistent with Goal-3 of the City of Belmont Housing Element 2007-2013, which aims to “expand and protect housing opportunities for all economic segments and special needs groups within the community,” and would assist current and future residents of Belmont in securing housing opportunities that meet their economic and social needs; and,

WHEREAS, the City has allocated funds for the extension of the contract with HIP Housing in the draft fiscal year 2015 budget, and anticipates allocating the same funding for fiscal year 2016.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute an extension of the existing contract with HIP Housing to provide Housing Services to Belmont Residents for Fiscal Years 2015 and 2016, for an amount not to exceed \$5,000 annually.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

**HIP Housing
(Human Investment Project)**

**Proposal to
The City of Belmont**

***(Fiscal Year July 1, 2014 - June 30, 2015
and Fiscal Year July 1, 2015 – June 30, 2016)***

HIP Housing's Mission:

HIP Housing's mission is to invest in human potential by improving the housing and lives of people in our community. Our agency has been serving the City of Belmont and its residents since 1972, by providing creative, affordable, housing solutions that directly address the needs of the City's unique and diverse population. We accomplish this mission through our three programs: Home Sharing, Self-Sufficiency and Property Development.

These programs provide desperately needed stable, affordable housing to low-income individuals and families, persons with disabilities, those who are living on a fixed income and seniors who want to continue to live independently in their own home.

Need for HIP Housing's Home Sharing Program:

The uncertainty surrounding today's economy continues to negatively impact low-income individuals and families in the City of Belmont, and throughout San Mateo County. The average monthly rent for a one-bedroom apartment in San Mateo County is \$2,095, an increase of 9% since last year (Source: San Mateo County Housing Indicators September 2013). In the City of Belmont, the average monthly rent for a one-bedroom apartment on the open market right now is \$1,776 (Source: Craigslist December 2013). These rental costs are beyond the reach of those who are living on a low or fixed income.

There continues to be a critical need for the kind of quality, affordable housing that will directly meet the often complex needs of our diverse communities. With the cost of housing so high, in Belmont itself, and throughout the County, our communities are facing unprecedented economic challenges, making it extremely difficult for low income individuals and families, seniors or persons with special needs, to afford a home, or even maintain the home they have.

Additionally, there is a misconception about job growth in the Silicon Valley. According to the California Employee Development Department (California EDD), the majority of job growth anticipated in the County will not be high paying, high tech jobs but rather positions paying less than \$50,000 a year such as home health aids, retail, food service, and tourism.

Bearing the brunt of this situation are some of the most vulnerable members of our communities: Seniors living on a fixed income, persons with disabilities, single parent families, and those with special needs. All are especially impacted by the extremely high cost of housing, both in the City of Belmont and throughout the County. The unfortunate reality is that some may become homeless, while many will be at risk of homelessness. Others will find that they are forced to leave their home and community, moving away from their place of employment, as well as family, friends and critical support networks.

There is no one simple solution to the lack of affordable housing throughout San Mateo County.

A central feature of HIP Housing's approach is to offer creative solutions designed to provide an opportunity for those who are in the greatest need, to live and to thrive in the community of their choice. The Home Sharing Program directly addresses the housing needs of the City of Belmont, and its residents by delivering affordable resources for stable, permanent, housing, that are readily available to the people who need them most.

The residents of Belmont who participate in the Home Sharing Program benefit in many ways. Home Sharing reduces housing costs dramatically, promotes independence and provides security and companionship for those who have special needs. By making efficient use of existing housing resources, the Home Sharing Program is providing a unique and innovative solution to the lack of affordable housing in Belmont, and throughout San Mateo County.

The generosity and support of the City of Belmont has been a critical component in helping HIP Housing to continue to provide Belmont residents with access to affordable housing through its' programs. Below is a full and detailed description of the Home Sharing Program, its' activities, and how these activities will meet the specific needs of Belmont residents.

1. Detailed description of program to be funded: Home Sharing Program

HIP Housing is requesting funding in support of its' Home Sharing Program, which has been serving the residents of Belmont since 1979. The program prevents homelessness, provides desperately needed stable and affordable housing to low-income individuals and families, and helps seniors and those with special needs to remain independent in their home.

The Home Sharing Program matches people who have room in their home to share with individuals who need a place to live at an affordable price. By utilizing existing housing, which is readily available, the Home Sharing Program finds affordable housing for low-income residents, and provides a realistic solution that enables seniors, and persons with special needs to maintain both their home and their independence.

HIP Housing's Home Sharing Program and its activities, fully support the adopted purpose, goals, policies and provisions of the City's Housing Element and Affordable Housing Program Ordinance, and provide direct assistance to the residents of Belmont.

Every year, the Home Sharing Program helps to find or maintain housing for more than 750 individuals, helping to bring about positive and lasting change in our communities by preventing homelessness, and enabling people in need to remain in their home. During FY 2012-2013 the Home Sharing Program interviewed and provided direct assistance and resources to 89 people who lived and/or worked in Belmont. The program also placed or maintained home sharing matches for 15 clients who lived and/or worked in Belmont. Of those served, 100% were low-income, poverty level or below.

Belmont residents who apply to the Home Sharing Program for assistance will have peace of mind because the activities carried out by the Home Sharing Counselors, ensure that the application process is both thorough and secure. Clients first complete a detailed application to make sure that they are matched in compatible living arrangements. Counselors will then conduct thorough interviews to establish each client's specific needs, after which, they carry out local background checks. If a client is homebound, a home visit is scheduled. When clients are matched, Counselors facilitate a discussion between both parties to help them outline their expectations and to agree on rights and responsibilities. This information is then documented in a Living Together Agreement, which is signed by both parties.

Program staff provide valuable follow up support to clients. Home share matches involving seniors are contacted every three months, while others involving non-seniors are contacted twice a year. The result of this incredibly thorough and in-depth process, is that the average home share match lasts more than two years, with others lasting between five and twenty years.

HIP Housing's Home Sharing Program is the only home sharing program offered in San Mateo County, and is one of the few sources of readily available affordable housing in the County. This unique and irreplaceable program, has evolved into what is now a critical resource for people of all ages and backgrounds, who are struggling to find decent, affordable housing, or to maintain their existing housing.

In addition to serving the residents of Belmont through its Home Sharing Program, HIP Housing provides direct assistance to Belmont residents through its Self-Sufficiency and Property Development Programs.

The Self-Sufficiency Program: Enables low-income families to transition from government assistance to self-sufficiency. In 2012-2013 the Self-Sufficiency Program provided one family, representing one adult and two children in Belmont with housing support and case management services. The program provided the parent with the opportunity to pursue education or job training, giving them the tools they need to find sustainable employment and achieve self-reliance.

The Property Development Program: Develops new or rehabilitates existing housing to increase the amount of affordable housing for low income residents and small families

The best way to illustrate the effectiveness of the Home Sharing Program, and the impact it has on the residents of Belmont and its community, is through the stories of two Belmont residents who are participating in the program.

Ysabelle was referred to the Home Sharing Program by the County of San Mateo's Human Services Agency. She had been living at Motel 6 in Belmont for over a year after she got divorced. Unfortunately, Ysabelle's income from working at a retail store wasn't enough to maintain the rent on an apartment. To complicate matters, Ysabelle was diagnosed with cancer. During her treatments, she moved back with her family.

After she was healthy enough to get back on her feet, Ysabelle returned to work and started to look for a safe, decent place to call home. With the help of the Home Sharing Program and the one-on-one support of the Home Sharing Counselor, Ysabelle was matched with a Belmont couple and moved in with them in July 2013.

Follow-up calls indicate that the match is working well for Ysabelle. She is stronger and healthier, lives close to her place of employment, have access to a kitchen and the house's other facilities. More importantly, her rent is well within her budget.

2. Number of Individuals by Income Category that City of Belmont Funding will serve:

The specific objectives outlined below relate to number of Belmont residents that we project will receive direct assistance from HIP Housing during FY 2014-2015 and FY 2015-2016. Included in these objectives, is a breakdown of the Income Category for the Belmont residents we project to serve:

- Interview, screen, and provide housing and vital community resources to 40-50 residents who live and/or work in Belmont (each Fiscal Year).
- Place 5-7 Belmont residents in affordable housing through home sharing matches (each Fiscal Year).
- Home Sharing Program staff will provide housing information and assistance to 30-40 Belmont residents who call to request information about how to apply for affordable housing, or who need help to understand exactly what affordable housing is (each Fiscal Year).
- Home Sharing Program staff will conduct follow up calls to individuals placed in home sharing matches. If clients report that they are experiencing a problem with their home share arrangement, mediation will be provided.

- Home Sharing staff will help to prevent homelessness by focusing on the needs of individuals who are “at risk” of becoming homeless, often the working poor and those with special needs.
- Interview, screen and place one-two Belmont families in the Self-Sufficiency Program. The families will receive housing and case management support while they complete their education or job training, with the goal of achieving self-reliance and financial independence.

3. Outreach Activities to Belmont Residents:

During FY 2014-2015 and FY 2015-2016, the Home Sharing Program staff will be working extremely hard to reach out directly to the residents of Belmont, to ensure that any low-income individual or family in need, and any senior or person with special needs, will have immediate access to information about HIP Housing’s affordable housing programs.

Home sharing staff will conduct a variety of outreach activities throughout the Belmont community. These activities will be communicated through many different channels, so that those in the greatest need will learn about HIP Housing’s programs and have the opportunity to receive the direct assistance they may desperately need to prevent homelessness, or remain independent in their home.

Specific Outreach Activities in Belmont will include:

- Home sharing staff will attend any resource fairs sponsored by the Belmont Senior Center. Staff will provide information about HIP Housing’s programs to the residents of Belmont, and Home Sharing Flyers will also be posted in the senior center, library, city hall and areas of parks and recreation.
- Program staff will send outreach materials targeting organizations and businesses throughout Belmont, these will include; businesses, libraries, churches, parks and recreation facilities, the City Clerk, Adult Community Center, Homeowner Associations, Banks, Title Companies, school districts, medical offices, and our partner non-profit organizations.
- Home sharing staff will conduct a presentation to the Belmont City Council providing information about HIP Housing’s programs.
- A Powerpoint slide show with information about HIP Housing’s programs will run on the Belmont Community TV channel.
- Information about HIP Housing and its programs will be posted on the City of Belmont website.

- Home sharing staff will send information to HIP Housing home providers in Belmont, with details about energy efficiency programs through the PG&E CARE Program, and Rebuilding Together Peninsula Home Repair projects.
- Home sharing staff will attend regular networking meetings throughout the community including: New Beginnings Coalition, Veterans Memorial Senior Center Board meeting, Daly City Peninsula Partnership, Homeless Providers, Older Adult Multicultural Committee, Coastside Collaborative, Wellness Recovery Action Plan Workgroup, Food & Shelter Workgroup, Redwood City Interagency Forum, East Palo Alto Homeless Solutions Workgroup, and THRIVE Alliance.
- Home share staff will also conduct quarterly presentations at: Job Train, First Step for Families Shelter, Safe Harbor Shelter, and Wellness Recovery Action Plan meetings.

4. Annual Reporting and Tracking Methods:

To ensure that funding received from the City of Belmont is being used appropriately to serve the City's residents HIP Housing maintains a database containing information about all clients interviewed and matched in the Home Sharing and Self-Sufficiency Programs. The information tracked includes income, city name, race/ethnicity, disability, number of people in family, need for housing resource, age and other criteria. A separate database is kept to collect information about persons who call the agency for information about housing resources, affordable housing waiting lists and other housing opportunities.

5. Capacity and Experience:

For over 40 years, our agency has been providing creative, affordable, housing solutions to low-income individuals and families throughout the San Mateo County community. Every year, HIP Housing finds or maintains affordable housing for over 1,400 individuals, and provides an additional 3,000 with valuable referrals and resources that are appropriate to their needs.

HIP Housing without question, possesses the capacity and the experience to deliver the affordable housing programs that the residents of Belmont need today. Our organization has a dedicated Board and leadership team, which is held in extremely high regard, and looked to as a leader in providing affordable housing solutions throughout the County. In our over 40 years of service to the community, HIP Housing has earned the reputation of being a highly effective organization that finds unique and creative solutions, which directly address the unprecedented challenges that are facing our communities during these difficult economic times.

In addition to the Home Sharing Program, HIP Housing's Self-Sufficiency and Property Development Programs are providing direct assistance to Belmont residents. Both of these programs help low-income individuals and families in Belmont to live independent lives in stable, affordable housing.

These programs, operating side by side with the Home Sharing Program provide the kind of critical services and direct support that is so desperately needed by low-income individuals and families living in the City of Belmont. The services provided by these programs are also particularly relevant to the City's identified goals, policies and listed permissible uses.

In Conclusion:

HIP Housing respectfully requests a grant of \$5,000 each year (totaling \$10,000 for two years), from the City of Belmont in Fiscal Years 2014-2015 and 2015-2016 to support our critically needed affordable housing programs, which will provide direct assistance to 80-100 Belmont residents.

HIP Housing's programs were created to prevent homelessness, and help low-income individuals and families to break through the barriers that hold them back, and move forward towards a confident and self-reliant future. In order for the City of Belmont to maintain a strong and vibrant community, the incredibly diverse population must have access to the kind of affordable housing programs that will directly address their individual needs.

With the support of the City of Belmont, HIP Housing will answer this need for stable, permanent, affordable housing, providing direct assistance through our programs to the residents of Belmont. HIP Housing is grateful to the City of Belmont for its past support of our programs, and we thank you in advance for your kind consideration of this funding request.



STAFF REPORT

Meeting Date: June 10, 2014

Agenda Item 8H

Agency: City of Belmont

Staff Contact: Afshin Oskoui, Public Works Director, 650 595-7459, aoskoui@belmont.gov

Agenda Title: Resolution Authorizing the City Manager to Execute a Service Agreement with HDR Engineering, Inc. to Provide Solid Waste Technical and Professional Rate Review Services for an Amount not to Exceed \$20,540 and Authorizing a Contingency of \$4,000

Agenda Action: Resolution

Recommendation

Staff recommends authorizing the City Manager to execute the service agreement with HDR Engineering, Inc. for an amount not to exceed \$20,540, and authorizing a contingency of \$4,000.

Background

The City is a member of the South Bayside Waste Management Authority (SBWMA). The City signed a franchise agreement with Recology of San Mateo County (Recology) for solid waste collection services, including the collection of recycling and organic materials. Through the franchise agreement, the annual compensation for Recology's services is contractually determined. At the same time, the franchise agreement calls for the City to establish their own solid waste collection rates, but not at a level which exceeds the Contractor's "Maximum Rates for Regularly Scheduled Services".

Analysis

Given the above, the City desires to have HDR Engineering, Inc. assist the City in certain technical and professional rate analysis services related to the solid waste utility. The scope of services includes the following major items:

- Review and analysis of Recology data for compliance with the franchise agreement.
- Review and verification of Recology's maximum rate index calculation.
- Model various rate structures and cost impacts to develop a set of recommended rates for the City's 2015 solid waste rate adjustment.
- Support in the preparation and presentation of report to the City Council.

HDR understands the time sensitivity of this study. The franchise agreement provides clear dates for completion of certain rate setting activities, and at the same time, over-arching the entire rate setting process is the Proposition 218 noticing requirements. HDR is committed to providing these services in a timely manner to provide for adoption of the City's revised solid waste rates for 2015.

Alternatives

1. Take no action
2. Refer back to staff for additional information
3. Deny approval

Attachments

- A. Resolution
- B. Scope of Services

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Solid Waste Fund, Account No. 530-3-770-8351

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE A SERVICE AGREEMENT WITH HDR ENGINEERING, INC. TO PROVIDE SOLID WASTE TECHNICAL AND PROFESSIONAL RATE REVIEW SERVICES FOR AN AMOUNT NOT TO EXCEED \$20,540 AND AUTHORIZING A CONTINGENCY OF \$4,000

WHEREAS, the City of Belmont is a member of the South Bayside Waste Management Authority (SBWMA) and signed a franchise agreement with Recology of San Mateo County (Recology) for solid waste collection services; and,

WHEREAS, the franchise agreement calls for the City to establish their own solid waste collections; and,

WHEREAS, the City desires to have HDR Engineering assist with certain technical and professional rate analysis services to 1) review and analysis Recology data for compliance with the franchise agreement; 2) review and verify Recology's maximum rate index calculation; 3) model various rate structures and cost impacts to develop a set of recommended rates for the City's 2015 solid waste rate adjustment; and 4) support in preparation and presentation of report to the City Council; and,

WHEREAS, funding for the service agreement will be from Solid Waste Management Fund, Account Number 530-3-770-8351/Other Professional/Technical.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Authorizes the City Manager to execute the service agreement with HDR Engineering, Inc. to provide solid waste technical and professional rate review services for an amount not to exceed 20,540 and authorizing a contingency of \$4,000.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

TTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

City of Belmont



**Proposal to Provide Solid Waste
Professional and Technical
Rate Services**
June 2014





June 2, 2014

Ms. Leticia Alvarez, P.E.
Assistant Public Works Director/City Engineer
City of Belmont
One Twin Pines Lane, Suite 385
Belmont, California 94002

Subject: Proposal to Provide Solid Waste Technical and Professional Rate Services

Dear Ms. Alvarez:

HDR Engineering, Inc. (HDR) is pleased to provide this proposal to the City of Belmont (City) to provide professional and technical rate services as they relate to the City's solid waste utility. The City annually reviews their solid waste rates and adjusts them to cost-based levels. HDR has successfully provided these same financial and rate services to the City in the past, and proposes to provide the needed technical and professional rate services needed for this annual update.

The City is a member of the South Bayside Waste Management Authority (SBWMA). The City signed a franchise agreement with Recology of San Mateo County (Recology) for solid waste collection services, including the collection of recycling and organic materials. Through the franchise agreement, the annual compensation for Recology's services is contractually determined. At the same time, the franchise agreement calls for the City to establish their own solid waste retail rates, but not at a level which exceeds the Contractor's "Maximum Rates for Regularly Scheduled Services".

Given the above, the City desires to have HDR again assist the City in certain technical and professional rate services related to their solid waste utility. The franchise agreement provides clear dates for completion of certain rate setting activities, and at the same time, over-arching the entire rate setting process is the Proposition 218 noticing requirements. Similar to last year, HDR is committed to providing these services in a timely manner to provide for adoption of the City's revised solid waste rates for 2015.

The attached proposal contains a detailed discussion of our proposed scope of services, project time schedule, our project team and the estimated fees for the study. We have developed the scope of services and our proposal based on our understanding of the City's needs and our prior efforts in this area. We are certainly willing to modify our proposal meet the City's needs.

We appreciate the opportunity to provide this proposal to the City. We look forward to discussing our proposal with you. Should you have any questions about our approach to this project or any information contained herein, please call me directly (425) 450-6386. Thank you again for the opportunity to propose on this interesting project.

Sincerely yours,
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Tom Gould", written in a cursive style.

Tom Gould
Vice President
HDR's Business Leader for
Finance and Rates



1. Scope of Services

1.1 Introduction

The City of Belmont (City) has requested professional and technical rate assistance as it relates to their solid waste utility. The City is a member of the South Bayside Waste Management Authority (SBWMA). In 2010, the City signed a franchise agreement with Recology of San Mateo County (Recology) for solid waste collection services, including the collection of recycling and organic materials. Through the franchise agreement, the annual compensation for Recology's collection and recycling services is contractually determined. At the same time, the franchise agreement calls for the City to establish and adopt their own solid waste rates, but not at a level which exceeds the Contractor's "Maximum Rates for Regularly Scheduled Services". Ultimately, Recology bills the City's customers for the solid waste services at the rates established by the City of Belmont City Council.

Given the complexity of the agreements, along with the professional and technical expertise needed to analyze the City's solid waste rates, the City desires to retain outside technical expertise. Provided in this section of the proposal is a detailed discussion of our proposed scope of services to assist the City in their review of the solid waste rates.

1.2 Scope of Services

Provided below is a detailed discussion of the proposed scope of services for the City's review of their solid waste rates. HDR has attempted to develop a detailed scope of services that meets the goals and objectives as noted above. Our scope of services has been developed based upon our limited understanding of the City's needs, and HDR is willing to modify our scope of services to better meet those needs.

Task 1—Data Collection

Task Objective: *Provide a written data request detailing the data required to complete the study.*

The initial written data request details the data and information required to conduct the study. HDR will provide a written data request to the City. The data and information requested for this study should be, for the most part, readily available information and should be information that Recology has collected as a part of their required contractual activities (e.g., 2014 census data, customers by rate type, can size, etc.). Given the City's project time schedule, it is important that the City provide a timely response for the data requested.

"The data and information requested for this study should be, for the most part, readily available information (e.g., financial, statistical, customer, etc.)."

Expected City Staff Support for Task 1:

- Gather the data requested in the written data request provided by HDR. (Note: typically requires approximately 10 – 15 hours of staff time to provide).

Deliverables as a Result of Task 1:

- An initial written data request to the City.
- Identification of any data constraints.

Task 2—Review of Existing Franchise Agreements, Amendments and Key Documents

Task Objective: *Review the franchise agreement, amendment to the agreement and other key documents to gain an understanding of the rate setting parameters for Recology and the City.*

The City currently has a franchise agreement with Recology to provide solid waste collection and recycling services. The franchise agreement and amendments cover many aspects of the City's solid waste collection. However, Article 11; Contractor's Compensation, Pass-Through Costs, and Rates is the most critical for purposes of this study. Article 11 discusses the various rate methodologies for establishing the maximum rates for scheduled services, along with mitigation costs and the mitigation recovery surcharge. While HDR is generally knowledgeable of these documents, it is important to refresh our understanding of various elements of the documents since certain portions of the rate setting process are time sensitive and may or may not apply in certain years (e.g. Amendment 2 extended the Mitigation Recovery Surcharge over the extended time frame of 2013 – 2016). At the same time, this study will review the adjustments made to the miscellaneous fees and there is a need to clarify these adjustments to the requirements of the agreement.

For this task, HDR will review the relevant portions of the Franchise Agreement, the relevant amendments and any other key documents the City believes to be important to this process.

Expected City Staff Support for Task 2:

- Provide copies of the relevant agreements and documents
- Provide any needed clarification to the agreements and documents

Deliverables as a Result of Task 2:

- Review of the agreements and documents to gain an understanding of the rate setting requirements for the City

Task 3—Review and Analyze Recology Data

Task Objective: *Review and analyze data by Recology for compliance with the franchise agreement.*

The franchise agreement requires Recology to collect certain data and information that is eventually used to establish the compensation for Recology, but it is also used to establish the rates for the City. Given that, this task is designed to review and analyze the data collected by Recology. It is important to note that this is a high-level review of the data and is not a detailed audit of Recology's rate setting methodology for data.

To accomplish this task, HDR will review the data from Recology and test the data for reasonableness (e.g. billing units x rates = revenues shown by Recology). There is a very short and limited time frame for the review of this data. It is the understanding of HDR that any comments or corrections to this data must be provided to Recology by August 1st. HDR will

review and analyze Recology's data and information at a level that reasonably corresponds to the available time. HDR will identify any data issues or questions concerning the data and provide a written list of those issues/questions to the City.

Expected City Staff Support for Task 3:

- Provide a copy of Recology's data and information that is to be reviewed.
- Provide clarification of any data and information as it pertains to the City.

Deliverables as a Result of Task 3:

- A high-level review of Recology's data and information.
- A written list of any issues/questions with the data identified as a part of the high-level review process.

Task 4—Solid Waste Retail Rates – Calculate Rate Index

Task Objective: *From the data and information provided by Recology, review the rate index calculation developed by Recology. The rate index calculation provides the cost basis for the overall proposed adjustments to the City's solid waste rates.*

Once Recology has established their costs and the maximum rates for 2015, the City will need to review the rate index calculation. Historically, HDR has provided a review of the City's rate index calculation by attempting to independently calculate the rate index, and in those cases where appropriate, independently confirming certain data inputs (e.g., prime interest rate). For this study period, HDR would propose a similar role and scope of services to review the rate index calculation. As a part of this study, HDR is not being retained to audit or verify Recology's data and information. In the past, this audit function has been provided by another outside consulting firm.

At the conclusion of this task, HDR will have reviewed Recology's rate index calculation and adjustment (multiplier). This will include a review of any relevant mitigation adjustment charges and mitigation recovery surcharges.

Expected City Staff Support for Task 4:

- Review the HDR's analysis of Recology's rate index calculation.
- Provide any "as needed" data refinements or additional data needs as determined during the review process.

Deliverables as a Result of Task 4:

- Review and verification (confirmation) of Recology's maximum rate index calculation.
- One 1 hour meeting (conference call) to review the draft results of HDR's review.

Task 5—Solid Waste Retail Rates and Miscellaneous (Unscheduled) Fees – Rate Design Analysis

Task Objective: *Utilize the cost information developed as a part of the previous tasks to develop solid waste rates for consideration and possible adoption by the City. Review the Unscheduled Solid Waste Rates (Schedule Q) to confirm compliance with the agreement.*

The City currently has rates for scheduled (Attachment R) and unscheduled services (Attachment Q). The scheduled services are segregated into residential carts (by can size), commercial carts (by cart size and number of pick-ups), commercial cart organics (by cart size

and number of pickups), commercial bins (by cart size and number of pickups), commercial bins organics (by cart size and number of pickups), and garbage compactors (per yard pulled). In the past, the scheduled services have been adjusted by the calculated rate index.

Unscheduled services are shown on Attachment Q of the rate schedule. During the rate review last year a question arose regarding the various services and the appropriate method to adjust these fees. At that time, it was determined that this review would be deferred until the 2015 rate review process. HDR believes that the approach to reviewing the unscheduled service fees should be a two-step approach. First, the method to adjust these fees should be determined based upon a review of the language of the agreement, and then once the appropriate method of adjustment is determined, go back to the original (initial) fees and adjust forward for each year using the appropriate adjustments. It is unclear whether there is a significant issue, but HDR is of the opinion that it is prudent to confirm that the adopted unscheduled service fees are in compliance with the agreement.

In summary, the intent of this task is to develop scheduled and unscheduled service rates in compliance with the agreement.

Expected City Staff Support for Task 5:

- Review rate designs and miscellaneous unscheduled service fees.

Deliverables as a Result of Task 5:

- Review of the City's current solid waste rates.
- Development of proposed solid waste rates for 2015 for scheduled (Attachment R) and unscheduled (Attachment Q) rates.

Task 6—Written Report

Task Objective: Provide a written report to summarize the findings, conclusions and recommendations of the solid waste retail rate study.

Upon completion of the retail solid waste rate analysis, HDR will develop a draft written report. The report is intended to summarize the activities undertaken as a part of the project, along with our findings, conclusions and recommendations. HDR will include a technical appendix of analyses undertaken by HDR. HDR will provide an electronic copy of the draft report to the City for its review and comment. Any comments, suggestions or corrections from the City concerning the draft letter report will be incorporated into the final report. HDR will provide an original and PDF version of the letter report.

Expected City Staff Support for Task 6:

- Review and comment on the draft written report.

Deliverables as a Result of Task 6:

- Electronic copy of the draft written report.
- Original copy and a PDF version of the final report.

Task 7—Public Presentations

Task Objective: Provide effective public presentations of the findings, results and recommendations of the comprehensive solid waste rate study. Assist in up to two (2) public presentations.

For this study, the City has recommended the inclusion of up to two public meetings. These meetings are intended to meet the Proposition 218 public hearing requirements. For these meetings, HDR will prepare all handouts. Any public presentations beyond the two (2) noted above will be provided on a time and material basis.

Expected City Staff Support for Task 7:

- Review and comment on any proposed handouts for public meetings.

Deliverables as a Result of Task 7:

- Up to two (2) public presentations to present the findings, conclusions and recommendations of the study.

This concludes HDR's discussion of the proposed scope of services for the City's comprehensive solid waste rate study. This scope of services may be modified to meet the specific needs of the City.

1.3 Summary

This section of the proposal has provided a detailed scope of services to provide technical and professional services as it relates to the City's solid waste rates. HDR has attempted to provide a detailed discussion to demonstrate our understanding of the City's needs, while communicating our depth of knowledge and skill in this area.



2. Project Team Personnel

2.1 Introduction

A key factor to the success of a comprehensive rate study is the experience and expertise of the project team. To be successful, the project team must successfully combine a number of people with different backgrounds, experience and abilities into a well-rounded, comprehensive team. We believe that is the strength of the proposed HDR project team. This section of our proposal will discuss our proposed project team for the City's study.

2.2 Project Team Organization and Key Personnel

For the City's study, the project will be managed by **Tom Gould**, the HDR National Technical Director of Finance and Rates. Tom has worked directly with the City in the past and is highly qualified in the area of utility rate setting. Assisting in the study is **Shawn Koorn**, an Associate Vice President at HDR. Shawn has worked extensively with the City in the past on the solid waste rate review. The major analytical portions of the review will be provided by **Judy Dean**, a Senior Financial/Rate Analyst with HDR. Judy is serving in the same role as the prior reviews conducted for the City.

2.3 Summary

The above individuals will provide the bulk of the services required for the City's study. Should additional personnel be required, HDR has extensive resources and personnel available that have a wide variety of skills and experience.



3. Project Time Schedule

3.1 Introduction

The City's study is very time sensitive and is driven primarily by the franchise agreement and Proposition 218 customer notification and public hearing requirements. Provided below is HDR's estimated project time schedule.

3.2 Project Time Schedule

The franchise agreement clearly requires the City to have adopted solid waste rates adopted by January 1 of each year. More specifically, Article 11.04, paragraphs C and D state the following.

- "C. Approval By Council. Agency's staff report on the Application (which shall include a complete copy of the Application) shall be submitted for approval by the City Council. Agency shall use good faith efforts to ensure that, prior to January 1, 2012, and prior to January 1 of each subsequent year, the City Council considers the amendment of Attachments R and Q to reflect the adjustments calculated pursuant to Section 11.03 and 11.04.*
- D. Adoption of Rates. The Agency shall by December 15 of each year either (i) adopt the amendment described in Paragraph C of this Section or (ii) direct, pursuant to Section 15.12, a reduction in services."*

At the same time, Proposition 218 requires a 45 day period for public notification and a public hearing. To meet this schedule, provided below is a detailed project schedule designed to meet a December 15 adoption date for the revised solid waste rates.

Task	Description	July	August	September	October	November	December
1	Data Collection						
2	Review Franchise Agreements						
3	Review/Analyze Recology Data						
4	Calculate Rate Index						
5	Retail Rates - Rate Design						
6	Written Reports						
7	Public Presentations (up to 2)						

■ = City Council Meeting/Public Meeting

HDR is fully committed to meeting the City's time schedule. HDR will provide sufficient resources to meet this schedule. At the same time, HDR has provided a scope of services and project time schedule which we believe is the most time efficient and cost effective.

3.3 Summary

HDR has provided a detailed time schedule, and is willing to work with the City to meet their scheduling requirements.



4. Estimated Project Fees

4.1 Introduction

This section of the proposal will provide an overview of the hourly billing rates for each of the project team members and their level of participation in the study. In addition, HDR has developed a detailed project budget by task and by individual. This project fee budget has been developed based upon the scope of services previously discussed.

4.2 Hourly Billing Rates and Project Participation

Provided below is a summary of the labor effort and level of commitment by individual for the City's study, along with the proposed hourly billing rate for the individual. These hourly billing rates will be in effect during the course of the study.

<u>Individual</u>	<u>Project Role</u>	<u>\$/Hour Rate</u>	<u>% of Total</u>
Tom Gould	Project Manager/QC	\$285.00/hour	19%
Shawn Koorn	Task Manager	\$215.00/hour	17%
Judy Dean	Sr. Financial Analyst	\$175.00/hour	58%
Support Staff	Project Assistance	\$95.00/hour	6%

Provided below in Table 4-1 is a summary of estimated project fees for the City's study.

Table 4-1 Summary of the Estimated Fees for the Comprehensive Solid Waste Study	
Task Description	Total
Labor:	
Task 1: Data Collection	\$930
Task 2: Review Franchise Agreements/Amendments	675
Task 3: Review and Analyze Recology Data	2,210
Task 4: Solid Waste Rates: Calculate Rate Index	3,895
Task 5: Solid Waste Retail Rates and Unscheduled Fees	4,230
Task 6: Written Reports	3,160
Task 7: Public Presentations	3,840
Grand Total Labor	\$18,940
Total Expenses	1,600
Grand Total "Not to Exceed" Fees	<u>\$20,540</u>

Provided on the following page is a detailed exhibit of the fees. HDR is willing to enter into a "not to exceed" contract of \$20,540.00 to be paid in five equal payments of \$4,108.00 per

month. The last payment may be held by the City until the successful completion of the study. The last payment will not be unreasonably withheld from HDR by the City. Any additional work outside of the proposed scope of services shall be provided on a time and material basis. This includes Task 9 which is any “as needed” negotiation services.

4.3 Summary

This section of HDR’s proposal has provided detailed information about the hourly billing rates of our proposed project team, their level of involvement and the total estimated fees for the study. HDR is always willing to work within the budget constraints of the City.

Task	Task Description	Tom Gould	Shawn Koorn	Judy Dean	Admin Assistance	Total Project
Hourly Billing Rates		\$285.00	\$215.00	\$175.00	\$95.00	
1 Data Collection						
	Hours -	0	1	3	2	6
	Labor Cost	\$0	\$215	\$525	\$190	\$930
2 Review Franchise Agreements/Amend.						
	Hours -	1	1	1	0	3
	Labor Cost	\$285	\$215	\$175	\$0	\$675
3 Review and Analyze Recology Data						
	Hours -	1	2	8	1	12
	Labor Cost	\$285	\$430	\$1,400	\$95	\$2,210
4 S.W. Retail Rates - Calc. Rate Index						
	Hours -	2	2	16	1	21
	Labor Cost	\$570	\$430	\$2,800	\$95	\$3,895
5 S.W. Retail Rates - Rate Design Analysis						
	Hours -	2	4	16	0	22
	Labor Cost	\$570	\$860	\$2,800	\$0	\$4,230
6 Written Reports						
	Hours -	4	2	8	2	16
	Labor Cost	\$1,140	\$430	\$1,400	\$190	\$3,160
7 Public Presentations (2)						
	Hours -	8	4	4	0	16
	Labor Cost	\$2,280	\$860	\$700	\$0	\$3,840
Total Hours		18	16	56	6	96
		19%	17%	58%	6%	100%
Total Fees		\$5,130	\$3,440	\$9,800	\$570	\$18,940
Expenses						
	Airfare (2 RT @ \$350/RT)					\$650
	Car Rental (2 days @ \$85/day)					170
	Hotel (2 nights @ \$140/night)					280
	Meals					50
	Mileage/Parking					75
	Technology Charges					350
	Miscellaneous (phone, copies, fax, etc.)					25
	Total Expenses					\$1,600
Grand Total Project Fee Estimate						\$20,540



Meeting Date: June 10, 2014

Agenda Item # 8I

STAFF REPORT

Agency: City of Belmont

Staff Contact: Bill Mitchell, I.T. Department, (650) 637-2970, bmittchell@belmont.gov

Agenda Title: Annual Software Maintenance – Infor Hansen 8 Application

Agenda Action: Resolution of the City Council Authorizing the Issuance of a Purchase Order to Infor Public Sector. Inc., Procuring Annual Software Maintenance and Support for the Hansen 8 Application, for an Amount not to Exceed \$40,092

Recommendation

Authorize the City Manager to execute a purchase order to Infor Public Sector. Inc., for software maintenance and support of the Hansen 8 application in an amount not to exceed \$40,092.

Background

In 2008 the City implemented the Hansen 8 application per the Technology Master Plan, and has authorized payment for annual software maintenance and support for each subsequent year.

This purchase provides continued maintenance, technical support, and delivery of all future software updates/upgrades for the Hansen 8 application for the period August 1, 2014 thru July 31, 2015.

Hansen 8 is a comprehensive solution designed to improve the efficiency of a broad range of operational processes specifically in the area of asset management, licensing and work order processing.

Analysis

Infor Public Sector. Inc., as owner and manufacturer, is the sole-source provider of software maintenance (annual renewal of software updates/upgrades).

Alternatives

1. Deny recommendation.
2. Refer back to staff for more information and/or alternative options.

Attachments

- A. Resolution
- B. Quote

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Account 573-1-301-8359

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☒ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

* Information Technology Plan.

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE ISSUANCE OF A PURCHASE ORDER TO INFOR PUBLIC SECTOR. INC., PROCURING ANNUAL SOFTWARE MAINTENANCE AND SUPPORT FOR THE HANSEN 8 APPLICATION, FOR AN AMOUNT NOT TO EXCEED \$40,092

WHEREAS, the City Council authorized the purchase of Hansen 8 application in 2008 and subsequent annual maintenance contracts; and,

WHEREAS, Hansen 8 is used by City staff to improve the efficiency of operational processes; and,

WHEREAS, Infor Public Sector. Inc., is the sole-source provider of the annual software maintenance for Hansen 8.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to issue a purchase order to Infor Public Sector. Inc., procuring annual software maintenance and support for the Hansen 8 application, for an amount not to exceed \$40,092.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Meeting Date: June 10, 2014

Agenda Item # 8I

STAFF REPORT

Agency: City of Belmont

Staff Contact: Bill Mitchell, I.T. Department, (650) 637-2970, bmittchell@belmont.gov

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Alternatives

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2. Refer back to staff for more information and/or alternative options.

Attachments

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- B. Quote

Fiscal Impact

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* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Invoice	Invoice Date	Due Date
P - 2464-US06A	05/20/2014	08/01/2014

Invoice

Bill to: City of Belmont, California
One Twin Pines Lane
Suite 365
Belmont, CA 94002
USA
Attn: Jason Eggers

Deliver To: City of Belmont, California
One Twin Pines Lane Ste 365
Belmont, CA 94002
USA
Attn: License Site

Customer No.	Tax Reg. No.	Customer PO No.	Currency
381998			USD

Maintenance Renewal

Description	Location	QTY	Users	Maintenance Begin Date	Maintenance End Date	Amount
Hansen 8 - Customer Service	381998	1	17	09/01/2014	08/31/2015	3,417.25
Hansen 8 - Work Management	381998	1	4	09/01/2014	08/31/2015	137.10
Hansen 8 - Street	381998	1	1	09/01/2014	08/31/2015	436.20
Hansen 8 - Customer Service	381998	1	2	09/01/2014	08/31/2015	655.01
Hansen 8 - Work Management	381998	1	10	09/01/2014	08/31/2015	7,966.58
Hansen 8 - Parks	381998	1	2	09/01/2014	08/31/2015	956.29
Hansen 8 - Sewer	381998	1	3	09/01/2014	08/31/2015	2,046.86
Hansen 8 - Storm	381998	1	3	09/01/2014	08/31/2015	1,830.89
Hansen 8 - Street	381998	1	2	09/01/2014	08/31/2015	956.29
Hansen 8 - Inventory Control	381998	1	5	09/01/2014	08/31/2015	1,308.34
Hansen 8 - GeoAdministrator	381998	1	1	09/01/2014	08/31/2015	6,549.88
Hansen 8 - Map Drawer	381998	1	1	09/01/2014	08/31/2015	1,637.46
Hansen 8 - Cashiering	381998	1	2	09/01/2014	08/31/2015	982.47
Hansen 8 - CDR Web Services	381998	1	1	09/01/2014	08/31/2015	2,205.00
Hansen 8 - License	381998	1	6	09/01/2014	08/31/2015	9,006.06
TAX(Type RE - CA)						

Carry Forward 40,091.44



Invoice	Invoice Date	Due Date
P - 2464-US06A	05/20/2014	08/01/2014

Invoice

Description	Location	QTY	Users	Carry Forward		Amount
				Maintenance Begin Date	Maintenance End Date	

For renewal questions, please contact Shawwna Wagner, Maintenance Business Manager
Phone: +1 (916) 474-5041
Email: Shawwna.Wagner@infor.com

Remit to:

Infor Public Sector, Inc.
4213 Solutions Center
Lockbox 774213
Chicago, IL 60677-4002
USA
Cash.Applications@infor.com
EFT: Wells Fargo Bank
ABA #: 121000248
Account #: 4121484505

Please pay invoice by due date to avoid interruptions in support.

Net	Tax	Total:
40,091.44	0.00	40,091.44

Payment Terms:

See Due Date.

Special Instructions:

For questions, please contact at 678-319-8000 or email Infor.Collections@Infor.com

Invoice Total: USD 40,091.44

13560 Morris Rd - Ste 4100 Alpharetta, GA 30004 USA
678-319-8000 Federal Tax ID. # 94-2913642

Failure to pay renewal fees when due will affect your continued support coverage and will incur additional fees
Please refer to <http://www.infor.com/support/reinstatement-policy/> for further details



STAFF REPORT

Meeting Date June 10, 2014

Agenda Item #8J

Agency: City of Belmont

Staff Contact: Leticia Alvarez, Public Works Department, (650) 595-7469

Agenda Title: Introduction of an Ordinance of the City of Belmont Increasing the City's Sewer Charges for Fiscal Year 2014/2015 and 2015/2016

Agenda Action: Ordinance

Recommendation

Staff recommends that the City Council introduce the proposed ordinance increasing the City's sewer charges for fiscal year 2014/2015 and 2015/2016.

Background

On April 22, 2014, the City Council approved a resolution stating its intention to revise the City's Sewer Charges and to schedule a public hearing with respect to increasing the charge for June 24, 2014. The Resolution also established the rules for tabulating protests against the proposed charge. Notices of the hearing were mailed to the owner of each property connected to the sewer system as directed by the Resolution 2014-064.

Analysis

Belmont City Code 21-93 requires that the City Council adopt an ordinance in accordance with Health and Safety Code Section 5471 in order to increase sewer rates. Ordinances require two readings at least five days apart at a City Council meeting and become effective 30 days after adoption. Introduction of this ordinance at the June 10, 2014 meeting will allow the City Council at the June 24, 2014 meeting to take action to set rates after holding the public hearing required by Proposition 218. Introduction at the June 10th meeting will also assure that an effective ordinance is in place before charges to be collected on the assessment rolls are due to the County Controllers office on July 31, 2014.

It has recently come to staff's attention that the City Council likely will not have a quorum of its members present for the June 24, 2014 regular meeting, and therefore the hearing on this matter will not be able to take place on that date as previously planned. If that happens, staff recommends that the June 24, 2014 meeting be adjourned to July 8, 2014 and that the period to submit protests be extended to the adjourned meeting on July 8, 2014.

The introduction of this ordinance will not limit the City Council's ability to set rates at the June 24, 2014, public hearing or at an adjourned meeting. The proposed ordinance is based on the maximum rate used in the Proposition 218 Notices and may be reduced after conducting the protest hearing.

Alternatives

1. Take No Action
2. Refer back to staff for further information

Attachments

A. Ordinance

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF BELMONT, CALIFORNIA, INCREASING CERTAIN CITY SEWER SERVICE CHARGES

WHEREAS, the City Council has determined to increase sewer service charges; and,

WHEREAS, the City Council has determined that the increased sewer service charge should be considered for collection on the assessment roll as provided in Belmont City Code Section 21-70; and,

WHEREAS, Belmont City Code Section 21-93 require that the City Council adopt an ordinance in accordance with Health and Safety Code Section 5471 in order to collect the charge on the assessment roll.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. LEGISLATIVE FINDINGS.

The City Council finds follows:

- (a) The City has complied with each of the requirements of California Constitution Article XIID, Section 6, including the notice requirement set forth in Section 6(a)(1) for increasing the City's sewer service charges as set forth in this ordinance.
- (b) Revenues derived from the Sewer Service Charge will be used only for the purpose set forth in Belmont City Code Section 21-86.
- (c) The Sewer Service Charge is established at a rate that does not exceed the amount permissible under Article XIID for such a charge and is not a tax.
- (d) A majority protest, as defined by Section 6(b) of Article XIID of the California Constitution does not exist with respect to the increase of the sewer service charge.
- (e) The rates adopted herein fairly and equitably recover the cost of providing sewer service from all customer classes through fixed fees and a volume charge calculated based on the average monthly non-irrigation water consumption for the prior fiscal year for all customers.

SECTION 2. SEWER SERVICE CHARGE.

- (a) The City's schedule of charges for sewer service is amended as provided in this section. In accordance with Belmont City Code Section 21-93, the schedule of charges as amended herein shall remain in effect until amended or repealed by the City Council.
- (b) The annual sewer service charge for use of the City's sewer system by a parcel is the sum of the Base Charge and a Flow Charge calculated using the Flow Charge Factor as set forth in the rate table in subsection (c).

(c) The Base Charge and Flow Charge Factor for residential and commercial parcels is as shown in the following rate table.

Collection Charge	Rate effective July 1, 2014	Rate effective July 1, 2015
<u>Residential</u>		
Base Charge	\$242.29	\$259.12
Flow Charge Factor (\$/HCF)	\$3.19	\$3.45
<u>Commercial</u>		
Base Charge	\$242.29	\$259.12
Flow Charge Factor Low Strength (\$/HCF)	\$3.19	\$3.45
Flow Charge Factor High Strength (\$/HCF)	\$6.21	\$6.71

Treatment Charge	Rate effective July 1, 2014	Rate effective July 1, 2015
<u>Residential</u>		
Base Charge	\$108.36	\$118.06
Flow Charge Factor (\$/HCF)	\$1.55	\$1.71
<u>Commercial</u>		
Base Charge	\$108.36	\$118.06
Flow Charge Factor Low Strength (\$/HCF)	\$1.55	\$1.71
Flow Charge Factor High Strength (\$/HCF)	\$3.02	\$3.32

Note: 1 HCF (hundred cubic feet) = 748 gallons of water

(d) This ordinance does not amend or repeal sewer treatment facility and standby charges previously adopted.

(e) The City Manager shall update the Master Revenue Schedule to reflect the changes to the schedule of charges for sewer service made by this ordinance.

SECTION 3. CEQA EXEMPTION.

The City Council finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment. The Council therefore directs that a Notice of Exemption be filed with the Alameda County Clerk in accordance with the CEQA guidelines.

SECTION 4. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Belmont hereby declares that it would have passed this Ordinance and each section or subsection, sentence, clause and

phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 5. EFFECTIVE DATE.

This Ordinance shall take effect and will be enforced thirty (30) days after its adoption.

SECTION 6. PUBLICATION AND POSTING.

The City Clerk has caused to be published a summary of this ordinance, prepared by the City Attorney under section 36933(c) of the Government Code, once, in a newspaper of general circulation printed and published in San Mateo County and circulated in the City of Belmont, at least five days before the date of adoption. A certified copy of the full text of the ordinance was posted in the office of the City Clerk since at least five days before this date of adoption. Within 15 days after adoption of this ordinance, the City Clerk shall cause the summary of this ordinance to be published again with the names of those City Council members voting for and against the ordinance; and the City Clerk shall post in the office of the City Clerk a certified copy of the full text of this adopted ordinance with the names of those City Council members voting for and against the ordinance.

* * *

The foregoing ordinance was introduced before the City Council of the City of Belmont, County of San Mateo, State of California, at the regular meeting of the City Council, held on June 10, 2014, and finally adopted at a regular meeting of the City Council held on _____, 2014 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: June 10, 2014

Agenda Item #9-A

Agency: City of Belmont and Belmont Fire Protection District

Staff Contact: Thomas Fil, Finance Department, (650) 595-7435, tfil@belmont.gov

Agenda Title: Public Hearing to Adopt Proposed Budget and Related Items for Fiscal Year 2015

Agenda Action: Resolution

Recommendation

At the close of the public hearing, and after consideration of testimony given, it is recommended that the City Council and the Fire District Board of Directors approve the attached resolutions adopting the Fiscal Year 2015 Budget and approving the Appropriations Limit, Master Revenue Schedule, and the Special Library Tax for the City of Belmont.

Background

On May 27th, the City Council was presented a report from staff introducing the FY 2015 Budget, which included presentations by each department. After the presentation, the City Council directed staff to set June 10th as the public hearing to adopt the budget. Subsequent to the City Council meeting, the Finance Commission reviewed the document on May 29th and unanimously recommended its adoption.

The City's FY 2015 Revenue Budget is \$56.3 million, the Appropriation Budget is \$41.5 million, the Capital Improvement Program is \$5.8 million, and the Net Other Sources/Uses is \$2.0 million.

The District's Revenue Budget is \$9.3 million, the Appropriation Budget is \$9.2 million, and the Net Other Uses is \$0.1 million.

The Budget Brief highlighting the key elements of next year's financial plan is shown as Attachment A.

Analysis

The purpose of the public hearing is to consider testimony regarding the FY 2015 Budget, make adjustments, if any, and adopt the budget. A resolution for this purpose is shown as Attachment B for the City and as Attachment C for the District.

Key Elements for Consideration

■ Gann Limit

Proposition 4, approved by California voters in 1979, requires cities to calculate and establish an appropriations limit every year. The limit is based on actual appropriations in the 1978-79 fiscal year and is allowed to increase each year to the extent of population growth and inflation.

The City of Belmont's FY 2015 Appropriations Limit is \$14,490,886 and the Belmont Fire Protection District's FY 2015 Appropriations Limit is \$9,238,359. Both FY 2015 Budgets are below the stated limit. The calculations are attached to the implementing resolution, which are shown as Attachment D for the City and as Attachment E for the District.

- **Master Revenue Schedule**

As part of the annual budget process, departments review their fee structure to ensure compliance with the City's and District's fee policy that specifies, where possible, the fees recover the full cost (direct and indirect) of providing the service.

Consistent with policy, the Master Revenue Schedule has been revised to reflect the following adjustments:

Type	Description	Amount
CPI	To reflect general increase in cost of service when not specifically based on level of effort.	Greater than or equal to 2.6 %
Hourly Rate	To reflect increase or decrease in productive hourly rates for service provided	Various
Markup	To reflect increase or decrease in markup for staff time and related costs to manage consultant work	No change
Level of Effort	To reflect increase or decrease in level of effort to complete one unit of service	Various

To facilitate the City Council/Board's review of the proposed changes, both the current and proposed fees are shown in the exhibit with Attachment F for the City and Attachment G for the District to implement these resolutions.

- **Special Tax for Community Facilities District No. 2000-1 (Library Project)**

Annually, the City Council is required to authorize the annual special tax for the library (Community Facilities District No. 2000-1). The resolution shown as Attachment H accomplishes this requirement for FY 2015 and requests that the County of San Mateo collect the special tax on the property tax rolls.

Finance Commission Budget Review

On May 29th, the Finance Commission received a report from their Budget Team on the FY 2015 Budget, including their recommendations. At the conclusion of the discussion, the Finance Commission unanimously approved the Budget Team's report, which recommended that the FY 2015 Budget be adopted by the City Council/Board.

The Commission's recommendations are shown as Attachment I.

The Finance Commission is expected to be present at the City Council meeting and available to elaborate on their recommendations.

Follow-Up to Council Discussion

At the May 27th Council meeting, staff was directed to follow-up on several items. Those items along with staff's recommendation follow:

1. Assess the sufficiency of staffing in the Community Development Department
 - The Community Development Director has previously reported that due to the cyclical nature of development, the Department intends to use third-party consultants to assist with complex development project management and completion of Council Priority Project items. The Department along with the City Manager will continue to explore a permanent staffing solution to address the growing workload should the outside staffing arrangement prove ineffective.
2. Assess the sufficiency of staffing in the City Attorney's Office
 - The City Attorney has been thoughtful about the best way to proceed with permanent staffing given the City's needs and resources. Presently, the City Attorney is augmenting his budget with the use of outside counsel to assist with the workload demands.

The City Manager and Finance Director have regular conversations with the Community Development Director and the City Attorney regarding the sufficiency of staff resources and are prepared to respond to their requests should needs dictate a modified resource plan.

3. Arborist Fees
 - The City presently utilizes two certified arborists, one for development review and another for non-development activities. As an efficiency measure, the City could explore combining these functions into a single contract or consider soliciting proposals for another service provider.
4. Fire Inspection Fees
 - The current fees for fire protection and prevention services went into effect in January 2013. Fire District personnel are in the process of comparing the Fire District's current fees for fire inspections with those from other local jurisdictions and will report back to the Board of Directors at a subsequent meeting.
5. Alexander Park Restroom Replacement
 - Presently, this project is scheduled for fiscal year (FY 2016) and includes meeting with pre-fabricated bathroom suppliers, developing and refining the specifications, review by the Parks and Recreation Commission, preparation of construction documents, preparation of the construction contract, bidding, and award. This effort could be accelerated; however, other projects, i.e. Davey Glen, turf at the Sports Complex, etc. may be slowed down.

As discussed in greater detail below and where appropriate, the Council may choose to allocate Contingency Funds to fund the non-recurring resource needs discussed above.

Contingency Funds

The FY 2015 Budget includes a supplemental, one-time \$500,000 contingency appropriation which can be used to advance the Council's Priorities. Staff will present a report at a future meeting with a list of suggested projects that are candidates for this distinct funding.

Budget Adoption

▪ **Implementing Resolution**

Attached for the Council/Board's review and approval are the following resolutions implementing the FY 2015 Budget:

- Resolution Establishing the Base Revenue, Appropriations (expenditure), Capital Improvement Program Budget, and Permanent Staffing Plan for the Year (Attachment B and Attachment C).
- Resolution Approving Article XIIIB Appropriations (Gann Limit) (Attachment D and Attachment E)
- Resolution Adopting Master Revenue Schedule (Attachment F and Attachment G)
- Resolution Establishing the Special Tax for Community Facilities District No. 2000-1 (Library Project) (Attachment H).

Follow Up

1. Revise documents as directed.
2. Publish budget.
3. Update website.

Alternatives

1. Amend the resolution(s) and adopt an alternative budget.
2. With direction, refer the budget to staff for further consideration.

Attachments

- A. FY 2015 Budget Brief
- B. Budget Resolution (City of Belmont)
- C. Budget Resolution (Belmont Fire Protection District)
- D. Appropriations Limit Resolution (City of Belmont)
- E. Appropriations Limit Resolution (Belmont Fire Protection District)
- F. Master Revenue Resolution (City of Belmont)
- G. Master Revenue Resolution (Belmont Fire Protection District)
- H. Library CFD Resolution (City of Belmont)
- I. Report from Finance Commission Budget Team

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed:

Establish the City of Belmont's Base revenue budget at \$56,324,580, appropriation budget at \$41,539,286, and Capital Improvement Program budget at \$5,810,394, Net Other Sources (Uses) at (\$2,073,165), permanent staffing at 124.85 full time equivalents.

Establish the Belmont Fire Protection District's revenue budget at \$9,309,198, appropriation budget at \$9,235,272, and Net Other Sources (Uses) at (\$130,801), permanent staffing at 23 full time equivalents.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☒ Other

*A notice of the Public Hearing was published in the newspaper and posted to the City's website.

City of Belmont

FY 2015

Budget Brief

Message From City Management

Honorable Mayor and Members of the Council:

I am pleased to submit the Proposed FY 2015 Budget for your review and consideration.

Summary

As a result of an improved local economy and working with the City's employees on implementing sustainable cost containment strategies, the City has experienced a significant financial reversal. The City has moved beyond simply surviving.

The FY 2015 Budget supports Belmont's core values of providing quality community services in a financially responsible way. As a result of innovation, fiscal discipline and collaboration, the City is able to meet service level commitments to residents and businesses of the community.

While the Budget is not able to address all of the challenges which face the City, such as reversing the serious degradation of infrastructure or being debt free, it does make notable progress by either taking first steps toward solving them or by providing one-time funds to target the Council's highest priorities.

Unlike in past years, the City does not expect further takeaways from the State of California. For FY 2015, the Governor's May Revise budget proposal includes no new proposals to redirect local funds to address state issues.

The proposed Budget is balanced and the long term projection for the General Fund is encouraging. The Budget is anticipated to end with an unassigned reserve of \$6.5M; while not optimal, this is an unprecedented result and a marked difference from just a few short years ago when it was just \$2.3M.

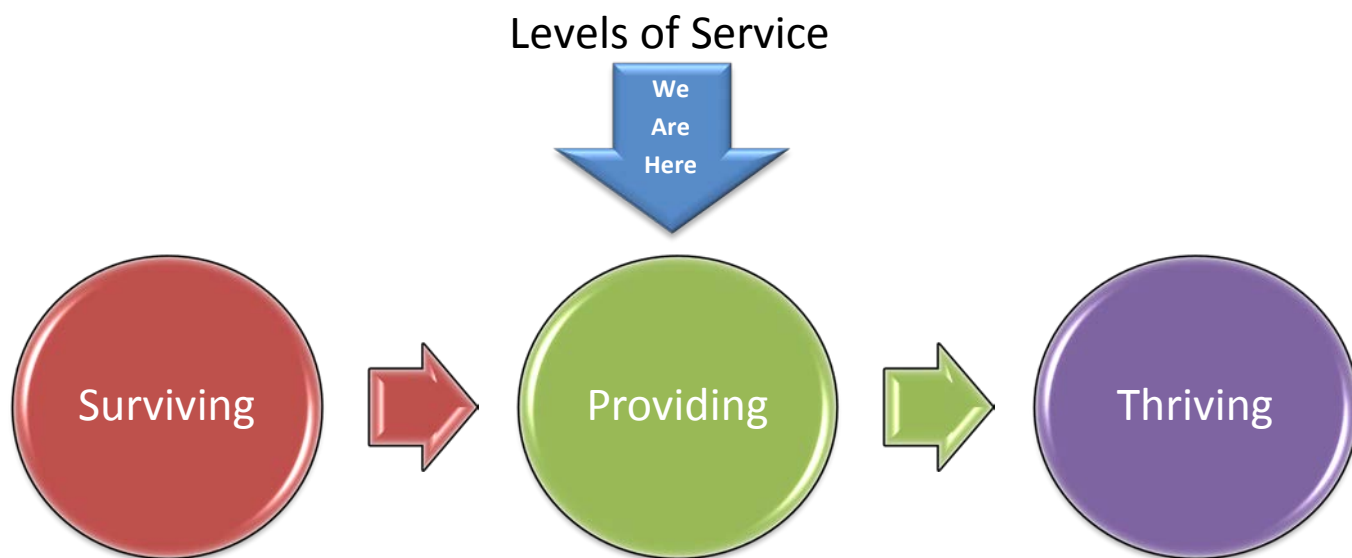
Moving Beyond Just Surviving

For nearly two decades, because of the lack of dependable ongoing resources, Belmont was constrained in its ability to accomplish more than just meet its most basic needs; surviving as an organization, delivering essential services. However, as a result of two major factors - an improved local economy and working with the City's employees to achieve sustainable cost containment strategies - have solidified a financial reversal.

Like the national and state economies, Belmont's local economy has enjoyed solid revenue growth. That revenue growth, coupled with collaboration from City's employees, who have given up wage increases,

contributed more to their health and welfare benefits, accepted lower retirement benefits than our neighboring cities and paid a greater share of their retirement costs, has helped move the City forward.

As the chart below indicates, this Budget takes a profound step forward towards delivering positive results. Residents and businesses of this community can now expect the City to provide a predictable level of service to meet existing operating commitments. This achievement was possible because of growing reserves and managing both personnel costs (pension and retiree health benefits), and near term risk exposures. However, the level of unmet need, particularly as it relates to deferred maintenance of the City's streets, storm systems, sewers, buildings and parks, is staggering and remains unresolved. As a result, the City's long-term financial well-being remains at risk because of this exposure.



As the chart indicates, most governments, including Belmont, aspire to ascend to the highest level of service which is "Thriving". Certainly, the City's Vision Statement suggests that a goal with the term used liberally throughout the document and, in particular, as it relates to cultural and economic matters. The hallmarks of cities performing at this level include a broad array of services and activities for residents, workers and visitors, a high level of safety, robust reserves, well-funded pensions plans, and capital infrastructure in good working order. Today, Belmont is headed in the right direction, but has much further to go.

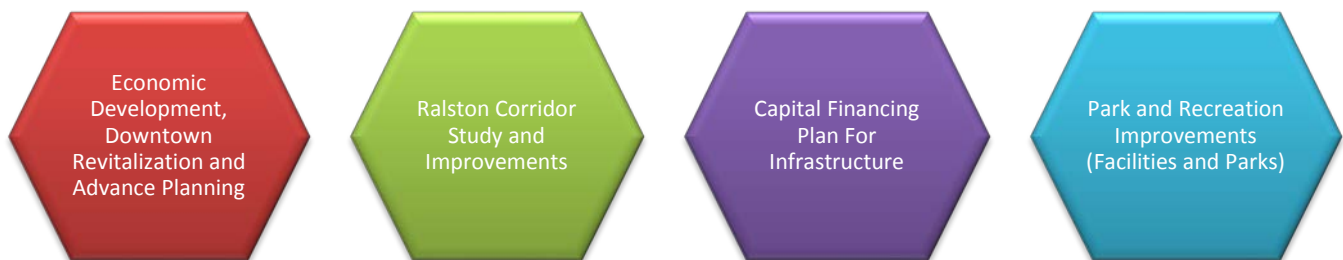
Providing for the Community and the Challenges of an Aging Infrastructure

In his inaugural remarks, the Mayor called this the "Year of Working Together". Examples of this effort can be found in the Council's Priorities, where funding has been directed to capital infrastructure and the revitalization of the Downtown. In turn, the Council has reached out to the citizens asking them for their opinion toward supporting new general taxes which could help maintain key services and infrastructure, which has been neglected for many years. It is clear, given economic and geographic limitations, that these challenges cannot be overcome without the financial assistance of the community.

Later in FY 2015, the City Council, will engage the community on revitalizing Downtown, including updating and/or creating the necessary implementing planning tools, such as the Downtown Implementation Plan, Belmont Village Zoning and the General Plan Update. In keeping with the “Working Together” theme, the City is already receiving recognition from other governments with significant grant funding forthcoming for the City’s planning efforts.

While funding has been incorporated for the Council’s Top 4 Priorities, including 1) Economic Development, Downtown Revitalization and Advance Planning, 2) Ralston Corridor Study and Improvements, 3) Capital Financing Plan For Infrastructure and 4) Park and Recreation Improvements (Facilities and Parks), this Budget gives the Council additional flexibility in meeting the needs of the community by allocating an additional \$0.5M in one-time funds to make strategic investments in priorities deemed of highest importance.

Top 4 Priorities



It is important to note, the Budget continues to provide a full complement of staffing to the community with 124.85 permanent full time equivalents (FTE) employed by the City and another 23 FTE in the Belmont Fire Department. These numbers reflect the recent reorganizations made in the departments. Further augmentations are likely, particularly in the Fire Department, as the City continues its shared service efforts with the neighboring communities of San Mateo and Foster City. In the long term, these shared service efforts are expected to yield significant service improvements and savings.

A Balanced Budget with Reserves

The FY 2015 General Fund Budget is balanced and the City’s five-year forecast predicts stable reserve levels for the planning period. Future fund balances are projected to be above the \$3M minimum reserve requirement and the policy reserve target of 25% operating expenditures. The forecast suggests now is the time to increase the minimum General Fund reserve level to \$5M and target reserves at 33% operating expenditures, which would be consistent with the past recommendations.

While the \$5M General Fund reserve level is not optimal, given the inevitable contraction of business cycles and the exposure to a catastrophic loss from a natural or manmade hazard, this reserve level is prudent and marks the achievement of a significant milestone in the City’s ability to protect itself from the effects of potential impacts from these types of losses.

The Budget also includes a one-time allocation of funding to achieve a \$1M reserve for Emergency Repairs. This is the primary source of funds to address unanticipated repairs to the City's infrastructure including streets, retaining walls, bridges, culverts, waterways, buildings, etc.

Another key provision in this budget is the continuation of a \$50 thousand contingency reserve for unanticipated expenses. This reserve plays a critical role in addressing limited unforeseen operational emergencies without destabilizing the budget.

The City's disciplined approach in managing its fiscal affairs by identifying risks early, dealing with negative conditions quickly and adjusting to new conditions has helped contain costs. Difficult choices made by City Council and implemented by staff in the past have built a solid budget foundation for the future. Strategic reductions in staffing, such as those implemented after the RDA dissolution, concessions agreed to by labor and tiered benefits have resulted in successful cost containment. Barring an unprecedented event, such as what occurred with the RDA dissolution, the Budget is balanced and reserves levels are sensible.

A Few Words About Belmont's CalPERS Pension Obligation



Beginning January 1, 2014, new retirement legislation, called PEPPRA, was instituted for public employees. While PEPPRA primarily affected new participants by providing lower benefits, it also affected existing participants through a variety of provisions designed to reform the existing retirement system.

Recently, CalPERS approved new rate-smoothing and mortality changes aimed at fully-funding retirements within 30 years and shoring up the cost of retirement longevity. These changes, plus a proposed risk pooling consolidation, have a five year ramp up of rates followed by a five-year ramp-down with rate increases ranging from 11%-29% beginning in FY 2016.

The Budget and the long term projections reflect the PEPPRA and rate smoothing changes and fully fund the annual required contributions.

Local Funds and Sacramento

Despite the Council's considerable achievements in managing the City's finances, actions by the State of California have had a history of impacting the Budget.

With the passage of last year's State Budget, a new K-12 Local Control Funding Formula was adopted. Like proposals from the past, the K-12 Local Control Funding Formula removes local funds from cities and counties to reduce the State's obligation to local schools. The County Controller's Office has advised the new formula could eventually shift the entire \$0.6M of the City's excess ERAF property tax.

As we have reported before, the poorly drafted law which guides the wind-down and the oversight of former redevelopment agencies has been problematic, at best. As of the writing of this Budget Brief, the

City acting as the Successor Agency of the Belmont Redevelopment Agency has not yet secured a Finding of Completion from the Department of Finance nor has it resolved an outstanding \$1.3M demand issued by the State Department of Finance.

It is still possible that the State may adopt a budget scheme which, if enacted, could impact Belmont's ability to deliver services. Should the State take an adverse action with their budget, it is unlikely the City will know prior to this budget being adopted.



Conclusion

Because of prudent fiscal management on the part of City Council boosted by strong economics, the City has moved beyond surviving. Residents and businesses of this community can expect the delivery of a predictable level of service to meet existing operating commitments. Moreover, because reserves were bolstered, personnel costs accounted for and near term risk exposures mitigated, the City can now turn its attention to meeting those unfulfilled needs, such as the deferred maintenance of the City's streets, storm systems, sewers, buildings and parks, which are achievable with the help of Belmont's residents and businesses.

As always, my sincere thanks to all the staff for their hard work and collaboration shown in developing this year's budget, including the special efforts of Thomas Fil, Finance Director, Brooke Lazzari, Deputy Finance Director and the Finance Staff for their dedication to producing this balanced budget document. We should be proud to have such a dedicated team.

I turn the proposed FY 2015 Budget over to you for review and approval.

Sincerely,

Greg D. Scoles
City Manager

Assumptions

Demographics

- Inflation: 2.4% increasing for the region
- Office Vacancy: 11.4% and improved for the City
- Unemployment: 5.4% and declining for County

Revenues

- Revenues: Continued moderate growth on reduced base with most key categories
- Property taxes: 4.23% for Belmont (Long term 3%) and 3.72% for the Belmont Fire Protection District (Long term 3%)
- Sales Tax: 2.0% for Belmont (Long term 2-4% growth)
- Interest rates: 0.3% for investments (Long term rising, flat on assets)

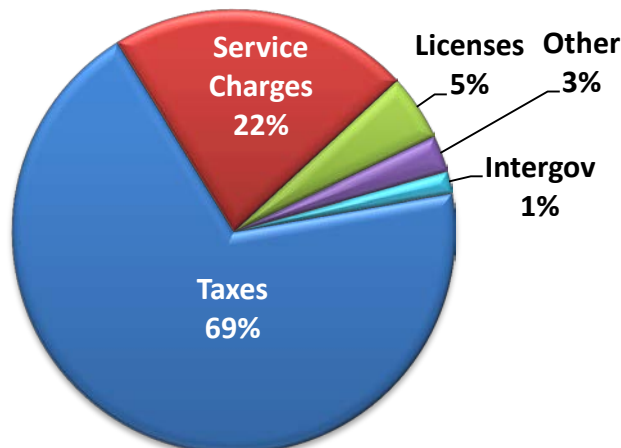
Operations and Capital Improvements

- Personnel costs: 2.5-7.5% for entire projection
- PERS costs: 15.565% for Miscellaneous Tier 1; 38.364% for Safety Tier 1 (Long term increase of 11% Miscellaneous; 29% Safety)
- Supplies and services costs: 3-4% growth with exceptions for fuels, utilities, insurance, etc.
- Capital program: \$5.8 million allocated

Budget Analysis

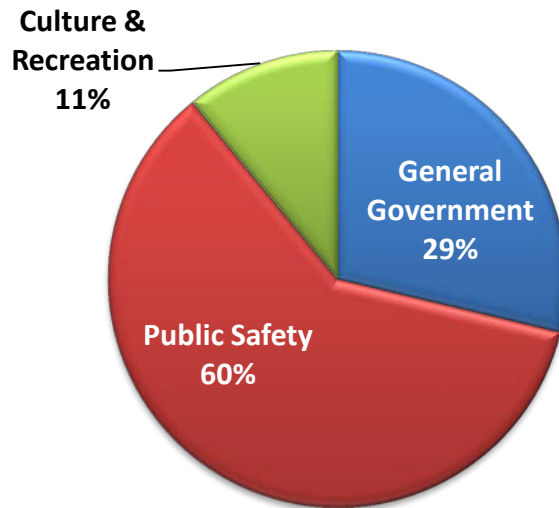
General Fund revenues support basic services including police, public works, parks & recreation and general government operations. The General Fund revenues have several components:

General Fund Revenue Sources

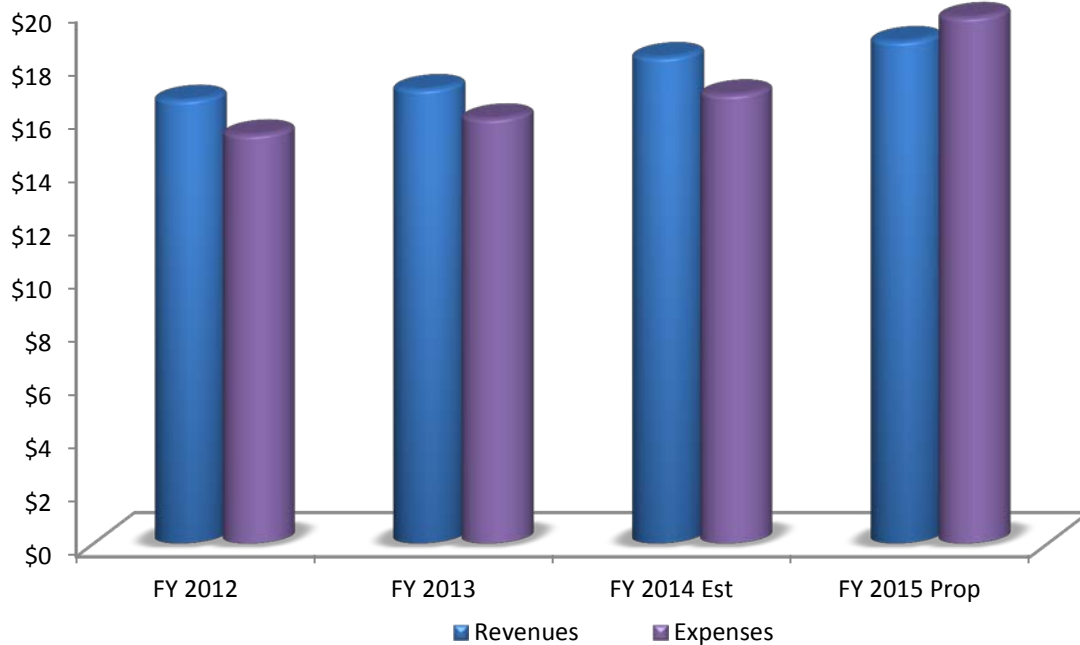


In FY 2015, General Fund expenditures total \$19.7 million, up \$2.9 million from the \$16.8 million estimated in FY 2014. This budget continues the best practice of fully funding the \$0.8 million in ARC (Annual Required Contributions) costs associated with implementing GASB 45, Other Post-Employment Benefits.

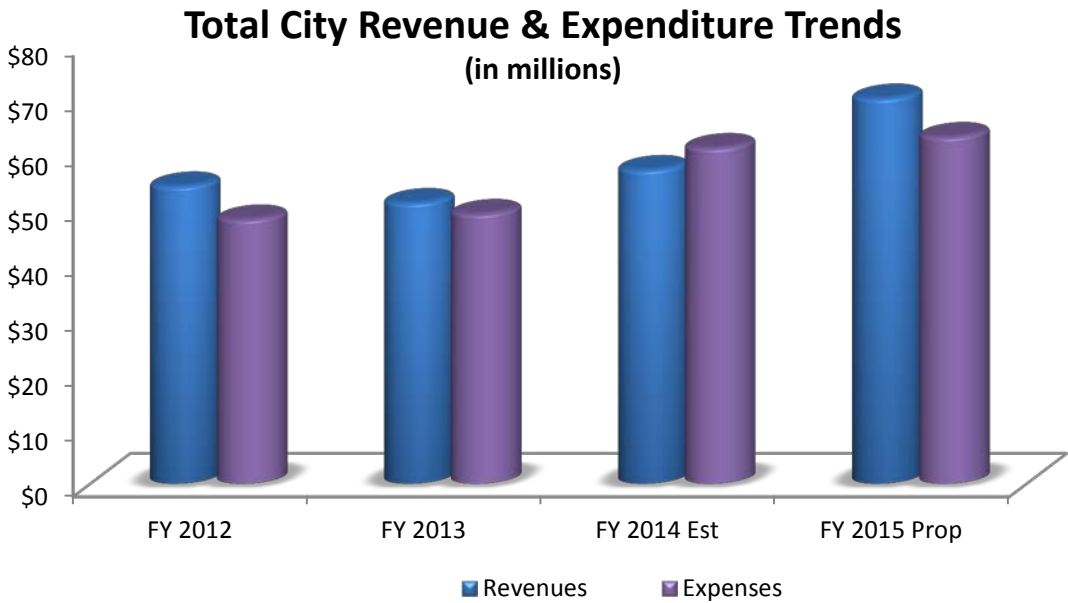
General Fund Uses



Total General Fund Revenue & Expenditure Trends (in millions)



Total expenditures city-wide are estimated at \$62.7 million and city-wide revenues estimated at \$69.6 million. As has been the case in prior years, the City continues to make progress towards improving its infrastructure where revenue sources are available. In FY 2015, the focus will be on street improvement projects.



The City has accumulated reserves. Reserves fund capital projects and largely account for the difference between total revenues and total expenditures, once debt issues have been factored out. In addition, City Council has established a prudent reserve level to protect against service reductions or raising taxes and fees due to temporary revenue shortfalls or unpredicted events.



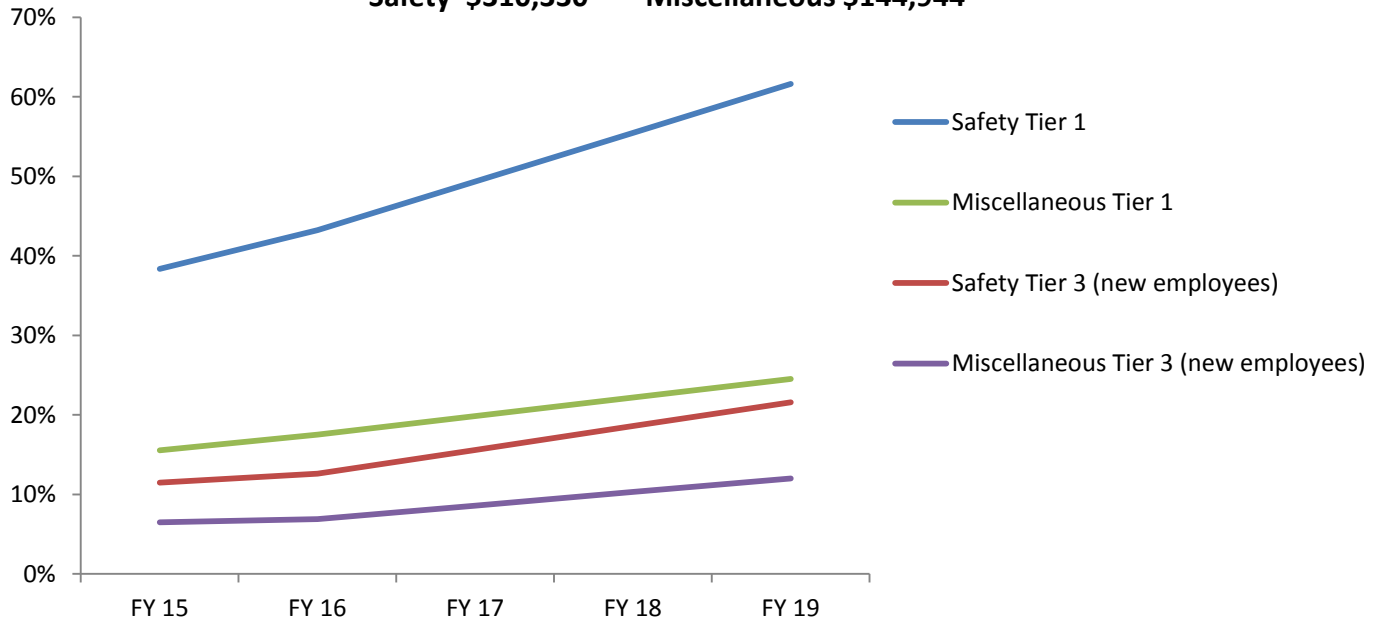
Obligations

Projected PERS Rate Increases

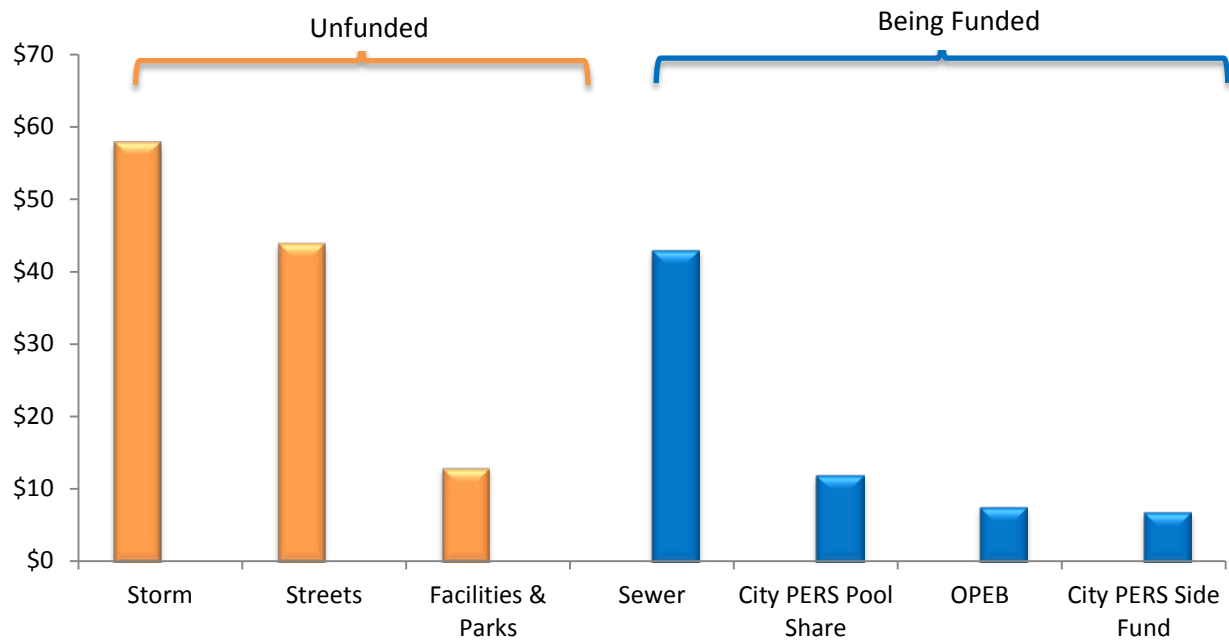
(FY 15-FY 19 Constant \$)

Safety \$310,330

Miscellaneous \$144,944



Capital and Retirement Obligations



Top 4 Priorities

Economic
Development,
Downtown
Revitalization, and
Advanced Planning

2035 General
Plan Update

Belmont
“Villages”
Zoning

Targeted
Economic
Development
Project

Housing
Program
Assessment
and Deployment

Parks &
Recreation
Improvements
(Facilities and
Parks)

Athletic Field
Improvements

Davey Glen
Park Design
and
Development

Strategy for
Future of Barrett
Community
Center Property

Open Space
Planning

Ralston Corridor
Study and
Improvements

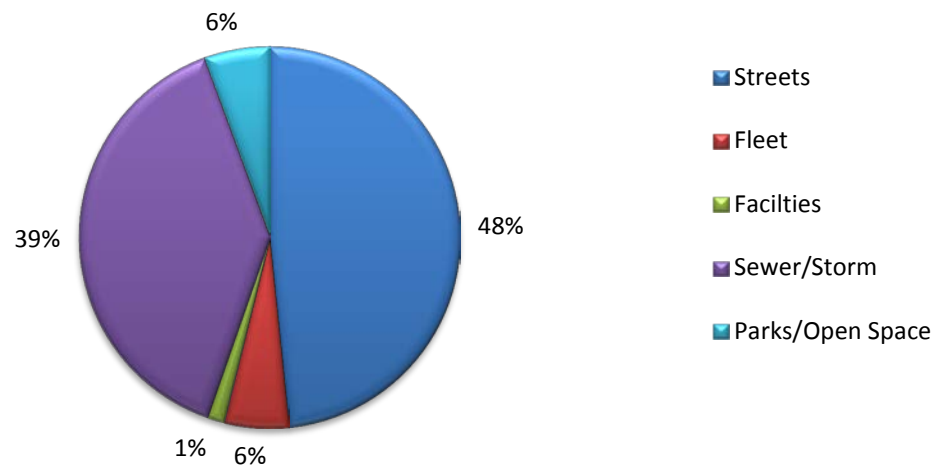
Capital
Financing Plan
for
Infrastructure

Capital Improvement Plan and Capital Outlay Trends

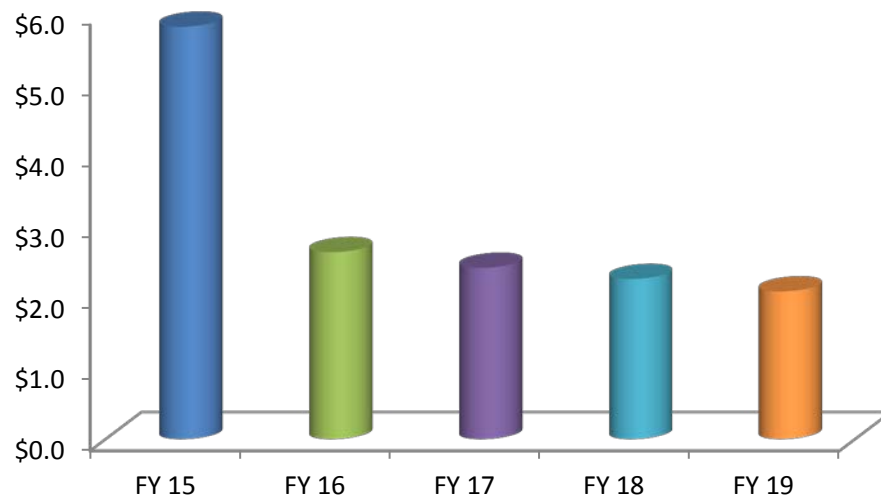
5 year CIP-\$15.2M

FY 2015 CIP-\$5.8M

Capital Projects by Function



Projected Capital Outlay (in millions)



City of Belmont
FY 2015 Budget
General Fund and Subsidized Funds
Trends & Projections
FY2013 - FY2019

Fund		Major													
Number	Description	Sources & Uses	FY2013 Audited	FY2014 Estimated	FY2015 Proposed	FY2016 Projected	FY2017 Projected	FY2018 Projected	FY2019 Projected						
101 General Fund															
Sources															
	Property tax	\$	5,880,673	\$	6,424,724	\$	6,588,833	\$	6,846,358	\$	7,083,729	\$	7,328,221	\$	7,580,047
	Sales tax		2,792,298		2,811,553		2,955,475		3,073,694		3,165,905		3,229,223		3,293,807
	Transient occupancy tax		1,571,854		1,696,826		1,740,943		1,810,581		1,864,898		1,902,196		1,940,240
	Other taxes		1,424,362		1,569,625		1,655,213		1,721,422		1,773,064		1,808,525		1,844,696
	License & permits		764,818		890,905		914,069		932,350		969,644		1,008,430		1,038,683
	Use of money & property		268,473		302,970		319,739		332,529		345,830		359,663		370,453
	Intergovernmental		304,221		301,603		266,243		276,893		287,968		299,487		308,472
	Fines & forfeitures		195,708		220,900		229,400		238,576		248,119		258,044		265,785
	Service charges		3,697,959		3,824,566		4,132,490		4,297,790		4,469,701		4,469,701		4,603,792
	Miscellaneous		102,718		52,544		-		-		-		-		-
	Non-subsidized transfers		-		131,198		-		-		-		-		-
	Subtotal		17,003,084		18,227,414		18,802,405		19,530,191		20,208,859		20,663,490		21,245,976
Uses															
	General Government		4,001,339		4,051,041		4,966,231		5,210,932		5,473,437		5,743,989		5,963,352
	Public Safety		9,119,505		9,661,950		10,510,799		11,028,530		11,629,194		12,227,961		12,801,251
	Culture & Recreation		1,578,718		1,585,953		1,866,490		1,950,491		2,040,208		2,132,315		2,205,987
	Miscellaneous & other						-		-		-		-		-
	Non-subsidized transfers		284,943		453,212		1,354,979		-		-		-		-
	Subtotal		14,984,505		15,752,156		18,698,499		18,189,952		19,142,840		20,104,265		20,970,590
	Gross Available		2,018,579		2,475,258		103,906		1,340,239		1,066,019		559,225		275,386
205 Recreation															
Sources															
	Service charges		1,570,359		1,611,749		1,662,374		1,745,493		1,832,767		1,924,406		2,020,626
	Intergovernmental		42,813		39,386		44,000		44,000		44,000		44,000		44,000
	Miscellaneous & other		11,290		12,386		14,900		14,900		14,900		14,900		14,900
	Use of Money & Property		17		7		-		-		-		-		-
	Subtotal		1,624,479		1,663,528		1,721,274		1,804,393		1,891,667		1,983,306		2,079,526
Uses															
	Recreation		1,958,867		2,120,907		2,242,643		2,339,719		2,443,299		2,549,403		2,634,757
	Non-subsidized transfers		-		-		-		-		-		-		-
	Subtotal		1,958,867		2,120,907		2,242,643		2,339,719		2,443,299		2,549,403		2,634,757
	Net difference		(334,388)		(457,379)		(521,369)		(535,326)		(551,632)		(566,097)		(555,231)
	Fund Balance Availability		-		-		-		-		-		-		-
	Subsidy Requirement		334,388		457,379		521,369		535,326		551,632		566,097		555,231

City of Belmont
FY 2015 Budget
General Fund and Subsidized Funds
Trends & Projections
FY2013 - FY2019

Fund		Major							
Number	Description	Sources & Uses	FY2013 Audited	FY2014 Estimated	FY2015 Proposed	FY2016 Projected	FY2017 Projected	FY2018 Projected	FY2019 Projected
210 Development Services	Sources								
	License & permits		678,431	769,846	883,888	928,082	974,487	1,023,211	1,074,371
	Service charges		854,971	1,102,883	1,422,504	1,493,629	1,568,311	1,646,726	1,729,063
	Fines & forfeitures		715	1,000	-	-	-	-	-
	Use of Money & Property			47	-	-	-	-	-
	Miscellaneous & other		634	799	-	-	-	-	-
	Other financing sources				-	-	-	-	-
	Subtotal		1,534,751	1,874,576	2,306,392	2,421,712	2,542,797	2,669,937	2,803,434
	Uses								
	Urban Redevelopment		1,698,753	1,757,095	1,996,746	2,084,818	2,179,340	2,275,848	2,350,723
	Public Safety				-	-	-	-	-
	Highways and Streets		273,849	308,550	530,075	553,965	579,836	606,103	626,386
	Non-subsidized transfers		147,500	147,500	-	-	-	-	-
	Subtotal		2,120,102	2,213,145	2,526,821	2,638,783	2,759,176	2,881,951	2,977,110
	Net difference		(585,351)	(338,569)	(220,429)	(217,071)	(216,379)	(212,014)	(173,676)
	Fund Balance Availability		162,224	-	-	-	-	-	-
	Subsidy Requirement		423,127	338,569	220,429	217,071	216,379	212,014	173,676
227 Supplemental Law	Sources								
	Intergovernmental		100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Subtotal		100,000	100,000	100,000	100,000	100,000	100,000	100,000
	Uses								
	Public Safety		133,353	115,727	140,160	145,940	152,376	158,847	165,066
	Capital outlay		-	-	-	-	-	-	-
	Non-subsidized transfers		-	-	-	-	-	-	-
	Subtotal		133,353	115,727	140,160	145,940	152,376	158,847	165,066
	Net difference		(33,353)	(15,728)	(40,160)	(45,940)	(52,376)	(58,847)	(65,066)
	Fund Balance Availability		-	-	-	-	-	-	-
	Subsidy Requirement		33,353	15,728	40,160	45,940	52,376	58,847	65,066

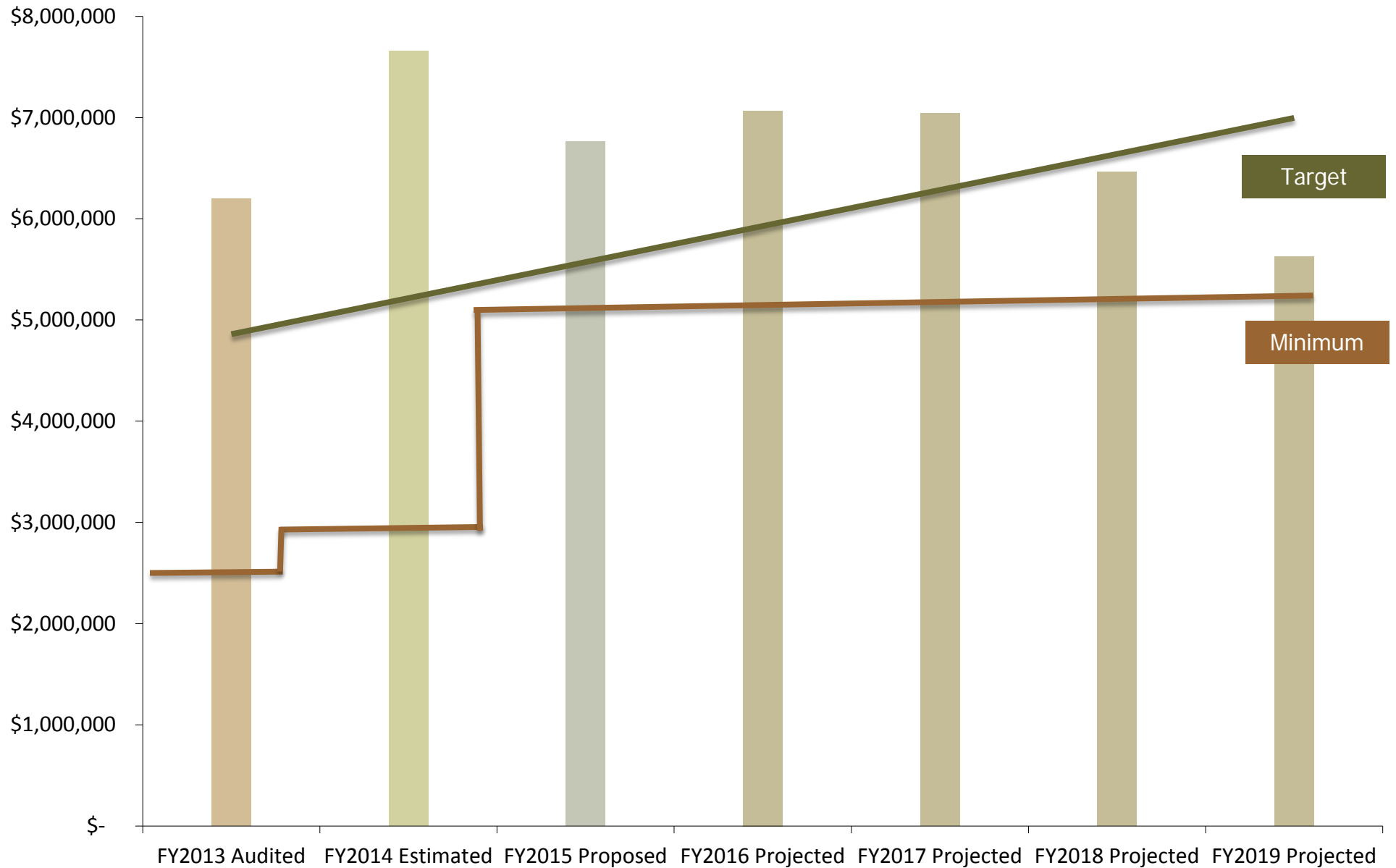
City of Belmont
FY 2015 Budget
General Fund and Subsidized Funds
Trends & Projections
FY2013 - FY2019

Fund		Major							
Number	Description	Sources & Uses	FY2013 Audited	FY2014 Estimated	FY2015 Proposed	FY2016 Projected	FY2017 Projected	FY2018 Projected	FY2019 Projected
574 Facilities Management		Sources							
		<i>Service charges</i>	804,362	783,023	1,011,756	1,042,109	1,073,372	1,105,573	1,138,740
		<i>Use of money & property</i>	387,463	416,795	416,835	429,340	442,220	455,487	469,151
		<i>Miscellaneous</i>	-	-	-	-	-	-	-
		<i>Subtotal</i>	1,191,825	1,199,818	1,428,591	1,471,449	1,515,592	1,561,060	1,607,892
		Uses							
		<i>General Government</i>	737,320	804,441	1,026,756	1,071,103	1,118,121	1,166,526	1,204,867
		<i>Culture & Recreation</i>	566,450	601,770	615,234	640,994	668,387	696,454	718,768
		<i>Non-subsidized transfers</i>			-		-	-	-
		<i>Subtotal</i>	1,303,770	1,406,211	1,641,990	1,712,096	1,786,508	1,862,980	1,923,636
		<i>Net difference</i>	(111,945)	(206,393)	(213,399)	(240,648)	(270,916)	(301,920)	(315,744)
		<i>Fund Balance Availability</i>	-	-	-	-	-	-	-
		<i>Subsidy Requirement</i>	111,945	206,393	213,399	240,648	270,916	301,920	315,744
General Fund Balance		Net Available	1,115,766	1,457,189	(891,451)	301,255	(25,284)	(579,653)	(834,331)
		Beginning Fund Balance	5,084,703	6,200,469	7,657,658	6,766,207	7,067,462	7,042,178	6,462,525
		Projected Ending Fund Balance	\$ 6,200,469	\$ 7,657,658	\$ 6,766,207	\$ 7,067,462	\$ 7,042,178	\$ 6,462,525	\$ 5,628,195
		Reserve Requirement	\$ 4,850,855	\$ 5,048,652	\$ 5,723,362	\$ 6,002,684	\$ 6,317,137	\$ 6,634,407	\$ 6,920,295
		Target Correction							
		Targeted Ending Fund Balance	\$ 6,200,469	\$ 7,657,658	\$ 6,766,207	\$ 7,067,462	\$ 7,042,178	\$ 6,462,525	\$ 5,628,195

#N/A

City of Belmont

General Fund Balance - 7 Yr Trends & Projections



Belmont Fire Protection District

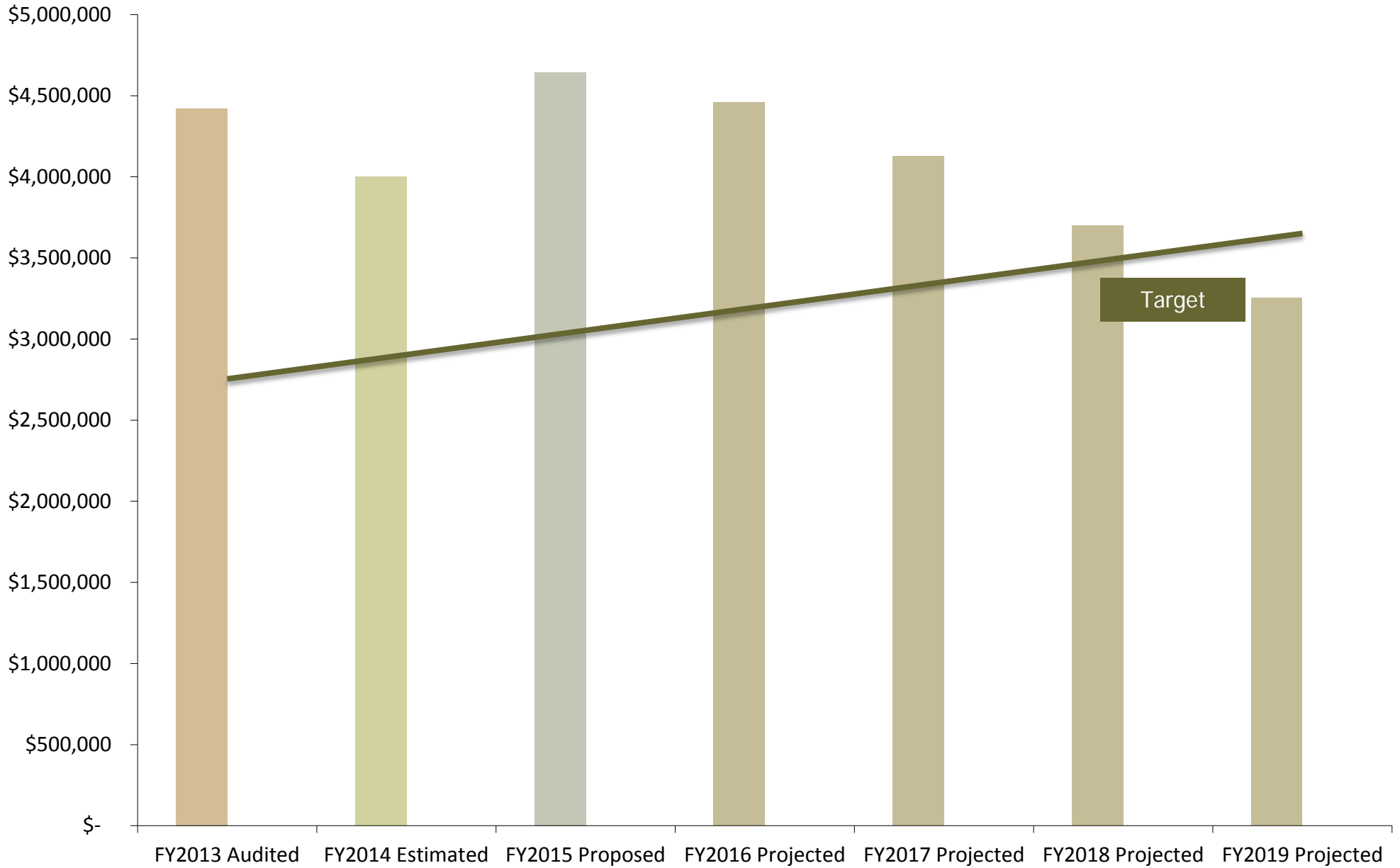
FY 2015 Budget

Trends & Projections

FY2013 - FY2019

Fund		Major Sources & Uses	FY2013 Audited	FY2014 Estimated	FY2015 Proposed	FY2016 Projected	FY2017 Projected	FY2018 Projected	FY2019 Projected
Number	Description								
223 Belmont Fire Protection District		Sources							
	<i>Property tax</i>		\$ 7,351,014	\$ 7,912,695	\$ 8,219,387	\$ 8,633,229	\$ 8,909,707	\$ 9,246,494	\$ 9,596,011
	<i>Use of money & property</i>		2,807	1,830	1,830	1,848	1,867	1,885	1,904
	<i>Intergovernmental</i>		104,705	102,074	102,870	103,384	103,901	104,421	104,943
	<i>Service charges</i>		47,508	121,058	120,000	123,600	127,308	131,127	135,061
	<i>Miscellaneous & other sources</i>		535,655	657,244	1,482,236	665,281	678,586	692,158	706,001
	<i>Subtotal</i>		8,041,689	8,794,901	9,926,323	9,527,342	9,821,369	10,176,085	10,543,921
	Uses								
	<i>Public Safety</i>		7,976,383	9,215,711	9,283,771	9,712,208	10,153,741	10,602,985	10,988,966
	<i>Subtotal</i>		7,976,383	9,215,711	9,283,771	9,712,208	10,153,741	10,602,985	10,988,966
Belmont Fire Protection District Net Available			65,306	(420,810)	642,552	(184,866)	(332,372)	(426,900)	(445,046)
	Beginning Fund Balance		4,356,070	4,421,376	4,000,566	4,643,118	4,458,252	4,125,881	3,698,980
	Projected Ending Fund Balance		\$ 4,421,376	\$ 4,000,566	\$ 4,643,118	\$ 4,458,252	\$ 4,125,881	\$ 3,698,980	\$ 3,253,935
	Targeted Ending Fund Balance 20%		\$ 2,632,206	\$ 3,041,185	\$ 3,063,644	\$ 3,205,029	\$ 3,350,735	\$ 3,498,985	\$ 3,626,359

Belmont Fire Protection District Fund Balance - 7 Yr Trends & Projections



RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTING THE PROPOSED FY 2014-2015 BASE BUDGET REVENUE, APPROPRIATIONS, CAPITAL IMPROVEMENT PROGRAM BUDGETS AND PERMANENT STAFFING PLAN FOR THE CITY OF BELMONT

WHEREAS, the City Council desires to have a fiscal and staffing plan for the City of Belmont in order to plan for anticipated revenues and control expenditures; and,

WHEREAS, the fiscal year revenue, appropriation, capital improvement program and permanent staffing plan for the City of Belmont is expressed in the budget documents entitled “City of Belmont FY 2015 Budget”; and,

WHEREAS, the City Council and the Finance Commission reviewed the proposed budgets for compliance with the goals and objectives of the community; and,

WHEREAS, the City Council has held Public Hearings on the programs and fiscal policies to obtain public comments regarding the Proposed Budget document.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The Revenue, Appropriations and Capital Improvement Program (CIP) budgets for Fiscal Year 2014-2015 are adopted as shown in the follow table:

Fund	Fund Title	Revenue	Appropriation	Capital Improvement Program	Net Other Sources (Uses)
101	General Fund	\$18,802,405	\$17,343,520		(\$2,350,334)
205	Recreation Services	1,721,274	2,242,643		521,369
206	Library Maintenance & Operation	297,480	328,465		
207	Athletic Field Maintenance	70,064	40,000		
208	City Tree Fund	25,121	46,000		
210	Development Services	2,306,393	2,526,820		220,427
212	General Plan Maintenance Fee	65,031	575,000		525,000
225	Police Grants and Donations	653	2,500		
227	Supplemental Law Enforcement Services	100,000	140,160		40,160
231	Street Maintenance (Gas Tax)	1,267,422	1,924,095		656,673

Fund	Fund Title	Revenue	Appropriation	Capital Improvement Program	Net Other Sources (Uses)
234	Street Improvements (Measure A/Grants)	2,296,143	23,465	\$2,810,000	(656,673)
275	Affordable Housing Successor Agency	543,000	722,860		160,000
308	General Facilities		7,716	35,000	
310	Unanticipated Infrastructure Repair	157			667,103
312	Comcast PEG Fund	171	18,000		
341	Planned Park	157	12,054	281,346	
343	Open Space	87	25,656	40,000	
406	Library CFD Bond	661,180	38,967		(636,975)
501	Sewer Enterprise-Operations	8,023,310	5,717,861		(946,664)
503	Sewer Enterprise-Capital	9,042,759	1,016,747	1,805,000	(930,984)
505	Sewer Enterprise-Treatment Plant Connection	30,000	92		
507	Sewer Enterprise-Treatment Plan Facility	3,115,702	82,640		(505,206)
525	Storm Drainage Enterprise	1,052,158	1,528,822	470,000	946,664
530	Solid Waste Fund	501,562	461,851		
570	Workers' Compensation	1,086,870	833,327		
571	Liability Insurance	426,283	425,469		
572	Self-Insured Vision	29,591	32,467		2,876
573	Fleet & Equipment Management	2,526,398	3,016,216	319,048	
574	Facilities Management	1,428,591	1,591,990	50,000	213,399
575	Benefit Stabilization	904,430	813,883		
704	Special Assessment Districts	188			
	Totals	\$56,324,580	\$41,539,286	\$5,810,394	(\$2,073,165)

SECTION 2. The permanent staffing plan for the City is established at 124.85 full time equivalent positions.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

RESOLUTION NO. 2014-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT ADOPTING THE PROPOSED FY 2014-2015 BASE BUDGET REVENUE, APPROPRIATIONS, AND PERMANENT STAFFING PLAN FOR THE DISTRICT

WHEREAS, the Board desires to have a fiscal and staffing plan for the Belmont Fire Protection District in order to plan for anticipated revenues and control expenditures; and,

WHEREAS, the fiscal year revenue, appropriation, and permanent staffing plan for the District is expressed in the budget documents entitled "City of Belmont FY 2015 Budget"; and,

WHEREAS, the Board and the Finance Commission reviewed the proposed budgets for compliance with the goals and objectives of the community; and,

WHEREAS, the Board has held Public Hearings on the programs and fiscal policies to obtain public comments regarding the Proposed Budget document.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

SECTION 1. The Revenue and Appropriations budgets for Fiscal Year 2014-2015 are adopted as shown in the follow table:

Fund	Fund Title	Revenue	Appropriation	Net Other (Uses)
223	Belmont Fire Protection District	\$9,096,323	\$9,028,978	(\$130,801)
576	BFPD Benefit Stabilization	212,875	206,294	
	TOTALS	\$9,309,198	\$9,235,272	(\$130,801)

SECTION 2. The permanent staffing plan for the District is established at 23 full time equivalent positions.

* * *

ADOPTED June 10, 2014, by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

Board Attorney

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2014- 2015 FOR THE CITY OF BELMONT

WHEREAS, Article XIII B of the California Constitution, enacted with the passage of Proposition 4 in 1979, with modifications under Proposition 111, passed by the voters of California in June 1990, and implemented by California Government Code Sections 7900, specifies appropriations of governmental entities may increase by an amount not to exceed the change in population and the change in either the California per capita income or the change in non-residential assessed valuation due to new construction within the City; and,

WHEREAS, documentation used in the determination of the fiscal year 2014 - 2015 appropriations limit has been available to the public for 15 days before the City Council's determination in this matter, as required by Government Code Section 7910.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The Appropriations Limit for the City of Belmont for the fiscal year 2014 – 2015 shall be \$14,490,886, as documented in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 2. The inflation factor being utilized to calculate the fiscal year 2014 – 2015 appropriations limit is the California per capita income.

SECTION 3. The population factor being utilized to calculate the fiscal year 2014 – 2015 appropriations limit is the County of San Mateo's population growth provided by the State of California Department of Finance.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

EXHIBIT A
to
Resolution _____

Gann Appropriate Limit Calculation

City of Belmont

Gann Appropriation Limit

Years/Factors	Amount	% Change	Years/Factors	Amount	% Change
FY 1997/98			FY 2006/07		
POPULATION CHANGE		1.05%	POPULATION CHANGE		1.12%
CPI/PERSONAL INCOME		4.67%	CPI/PERSONAL INCOME		3.96%
COMBINED PERCENTAGE	\$400,625	5.77%	COMBINED PERCENTAGE	\$544,886	5.12%
GANN LIMIT-97/98	\$7,343,869		GANN LIMIT-06/07	\$11,187,187	
FY 1998/99			FY 2007/08		
POPULATION CHANGE		2.23%	POPULATION CHANGE		0.67%
CPI/PERSONAL INCOME		4.15%	CPI/PERSONAL INCOME		4.42%
COMBINED PERCENTAGE	\$475,148	6.47%	COMBINED PERCENTAGE	\$572,784	5.12%
GANN LIMIT-98/99	\$7,819,017		GANN LIMIT-07/08	\$11,759,971	
FY 1999/00			FY 2008/09		
POPULATION CHANGE		0.45%	POPULATION CHANGE		1.27%
CPI/PERSONAL INCOME		4.53%	CPI/PERSONAL INCOME		4.29%
COMBINED PERCENTAGE	\$390,951	5.00%	COMBINED PERCENTAGE	\$659,734	5.61%
GANN LIMIT-99/00	\$8,209,968		GANN LIMIT-08/09	\$12,419,705	
FY 2000/01			FY 2009/10		
POPULATION CHANGE		0.78%	POPULATION CHANGE		1.21%
CPI/PERSONAL INCOME		4.91%	CPI/PERSONAL INCOME		0.62%
COMBINED PERCENTAGE	\$470,431	5.73%	COMBINED PERCENTAGE	\$228,523	1.84%
GANN LIMIT-00/01	\$8,680,399		GANN LIMIT-09/10	\$12,648,228	
FY 2001/02			FY 2010/11		
POPULATION CHANGE		0.88%	POPULATION CHANGE		1.17%
CPI/PERSONAL INCOME		7.82%	CPI/PERSONAL INCOME		-2.54%
COMBINED PERCENTAGE	\$761,271	8.77%	COMBINED PERCENTAGE	(\$177,075)	-1.40%
GANN LIMIT-01/02	\$9,441,670		GANN LIMIT-10/11	\$12,471,152	
FY 2002/03			FY 2011/12		
POPULATION CHANGE		0.65%	POPULATION CHANGE		0.84%
CPI/PERSONAL INCOME		-1.27%	CPI/PERSONAL INCOME		2.51%
COMBINED PERCENTAGE	(\$59,483)	-0.63%	COMBINED PERCENTAGE	\$420,278	3.37%
GANN LIMIT-02/03	\$9,382,188		GANN LIMIT-11/12	\$12,891,430	
FY 2003/04			FY 2012/13		
POPULATION CHANGE		0.92%	POPULATION CHANGE		0.98%
CPI/PERSONAL INCOME		2.31%	CPI/PERSONAL INCOME		3.77%
COMBINED PERCENTAGE	\$304,921	3.25%	COMBINED PERCENTAGE	\$617,500	4.79%
GANN LIMIT-03/04	\$9,687,109		GANN LIMIT-12/13	\$13,508,930	
FY 2004/05			FY 2013/14		
POPULATION CHANGE		0.44%	POPULATION CHANGE		1.09%
CPI/PERSONAL INCOME		3.28%	CPI/PERSONAL INCOME		5.12%
COMBINED PERCENTAGE	\$361,329	3.73%	COMBINED PERCENTAGE	\$847,010	6.27%
GANN LIMIT-04/05	\$10,048,438		GANN LIMIT-13/14	\$14,355,940	
FY 2005/06			FY 2014/15		
POPULATION CHANGE		0.62%	POPULATION CHANGE		1.17%
CPI/PERSONAL INCOME		5.26%	CPI/PERSONAL INCOME		-0.23%
COMBINED PERCENTAGE	\$593,863	5.91%	COMBINED PERCENTAGE	\$134,946	0.94%
GANN LIMIT-05/06	\$10,642,301		GANN LIMIT-14/15	\$14,490,886	

RESOLUTION NO. 2014-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT ADOPTING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2014-2015 FOR THE BELMONT FIRE PROTECTION DISTRICT

WHEREAS, Article XIII B of the California Constitution, enacted with the passage of Proposition 4 in 1979, with modifications under Proposition 111, passed by the voters of California in June 1990, and implemented by California Government Code Sections 7900, specifies appropriations of governmental entities may increase by an amount not to exceed the change in population and the change in either the California per capita income or the change in non-residential assessed valuation due to new construction within the City; and,

WHEREAS, documentation used in the determination of the fiscal year 2014 – 2015 appropriations limit has been available to the public for 15 days before the Board's determination in this matter, as required by Government Code Section 7910.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

SECTION 1. The Appropriations Limit for the Belmont Fire Protection District for the fiscal year 2014 – 2015 shall be \$9,238,359, as documented in Exhibit A, attached hereto and incorporated herein by reference.

SECTION 2. The inflation factor being utilized to calculate the fiscal year 2014 – 2015 appropriations limit is the California per capita income.

SECTION 3. The population factor being utilized to calculate the fiscal year 2014 – 2015 appropriations limit is the County of San Mateo's population growth provided by the State of California Department of Finance.

* * *

ADOPTED June 10, 2014, by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

Board Attorney

EXHIBIT A
to
Resolution _____

Gann Appropriate Limit Calculation

Belmont Fire Protection District

Gann Appropriation Limit

Years/Factors	Amount	% Change	Years/Factors	Amount	% Change
FY 1997/98			FY 2006/07		
POPULATION CHANGE		1.05%	POPULATION CHANGE		1.12%
CPI/PERSONAL INCOME		4.67%	CPI/PERSONAL INCOME		3.96%
COMBINED PERCENTAGE	\$255,426	5.77%	COMBINED PERCENTAGE	\$347,380	5.12%
GANN LIMIT-97/98	\$4,681,929		GANN LIMIT-06/07	\$7,132,155	
FY 1998/99			FY 2007/08		
POPULATION CHANGE		2.23%	POPULATION CHANGE		0.67%
CPI/PERSONAL INCOME		4.15%	CPI/PERSONAL INCOME		4.42%
COMBINED PERCENTAGE	\$302,921	6.47%	COMBINED PERCENTAGE	\$365,166	5.12%
GANN LIMIT-98/99	\$4,984,850		GANN LIMIT-07/08	\$7,497,322	
FY 1999/00			FY 2008/09		
POPULATION CHANGE		0.45%	POPULATION CHANGE		1.27%
CPI/PERSONAL INCOME		4.53%	CPI/PERSONAL INCOME		4.29%
COMBINED PERCENTAGE	\$249,242	5.00%	COMBINED PERCENTAGE	\$420,600	5.61%
GANN LIMIT-99/00	\$5,234,092		GANN LIMIT-08/09	\$7,917,921	
FY 2000/01			FY 2009/10		
POPULATION CHANGE		0.78%	POPULATION CHANGE		1.21%
CPI/PERSONAL INCOME		4.91%	CPI/PERSONAL INCOME		0.62%
COMBINED PERCENTAGE	\$299,913	5.73%	COMBINED PERCENTAGE	\$145,690	1.84%
GANN LIMIT-00/01	\$5,534,006		GANN LIMIT-09/10	\$8,063,611	
FY 2001/02			FY 2010/11		
POPULATION CHANGE		0.88%	POPULATION CHANGE		1.17%
CPI/PERSONAL INCOME		7.82%	CPI/PERSONAL INCOME		-2.54%
COMBINED PERCENTAGE	\$485,332	8.77%	COMBINED PERCENTAGE	(\$112,891)	-1.40%
GANN LIMIT-01/02	\$6,019,338		GANN LIMIT-10/11	\$7,950,720	
FY 2002/03			FY 2011/12		
POPULATION CHANGE		0.65%	POPULATION CHANGE		0.84%
CPI/PERSONAL INCOME		-1.27%	CPI/PERSONAL INCOME		2.51%
COMBINED PERCENTAGE	(\$37,922)	-0.63%	COMBINED PERCENTAGE	\$267,939	3.37%
GANN LIMIT-02/03	\$5,981,416		GANN LIMIT-11/12	\$8,218,660	
FY 2003/04			FY 2012/13		
POPULATION CHANGE		0.92%	POPULATION CHANGE		0.98%
CPI/PERSONAL INCOME		2.31%	CPI/PERSONAL INCOME		3.77%
COMBINED PERCENTAGE	\$194,396	3.25%	COMBINED PERCENTAGE	\$393,674	4.79%
GANN LIMIT-03/04	\$6,175,812		GANN LIMIT-12/13	\$8,612,334	
FY 2004/05			FY 2013/14		
POPULATION CHANGE		0.44%	POPULATION CHANGE		1.09%
CPI/PERSONAL INCOME		3.28%	CPI/PERSONAL INCOME		5.12%
COMBINED PERCENTAGE	\$230,358	3.73%	COMBINED PERCENTAGE	\$539,993	6.27%
GANN LIMIT-04/05	\$6,406,170		GANN LIMIT-13/14	\$9,152,327	
FY 2005/06			FY 2014/15		
POPULATION CHANGE		0.62%	POPULATION CHANGE		1.17%
CPI/PERSONAL INCOME		5.26%	CPI/PERSONAL INCOME		-0.23%
COMBINED PERCENTAGE	\$378,605	5.91%	COMBINED PERCENTAGE	\$86,032	0.94%
GANN LIMIT-05/06	\$6,784,775		GANN LIMIT-14/15	\$9,238,359	

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT MAKING FISCAL YEAR 2014-2015 AMENDMENTS TO THE MASTER REVENUE SCHEDULE

WHEREAS, the City Council has determined the need to charge fees for general government, police, recreation, development, engineering, park in-lieu, sewer, storm drainage and other services; and,

WHEREAS, the City periodically reviews its fee schedules in order to ensure that fees are a reasonable estimate of the City's cost of providing certain services to those who pay the fees; and,

WHEREAS, staff reviewed and updated the Master Revenue Schedule to ensure that an appropriate fee is charged by reflecting one of the following adjustments:

Type	Description	Amount
CPI	To reflect general increase in cost of service	Greater than or equal to 2.6 %
Hourly Rate	To reflect increase or decrease in productive hourly rates for service provided	Various
Markup	To reflect increase or decrease in markup for staff time and related costs to manage consultant work	No change
Level of Effort	To reflect increase or decrease in level of effort to complete one unit of service	Various

WHEREAS, the City Council desires to have all fees located in one document; and,

WHEREAS, the City Council held a public hearing on June 10, 2014 and heard all objections or protests on the proposed fees; and,

WHEREAS, the City Clerk caused notice of the hearing to be published once a week for two weeks in a newspaper of general circulation in the City of Belmont, and the hearing was held at least 14 days after the first publication.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The proposed Fiscal Year 2014 – 2015 additions and amendments to the existing City of Belmont fees, rates, fines, and other charges shown on Exhibit A are adopted except for the sewer collection charges anticipated to be effective on July 1, 2014. The proposed increase in those charges will be separately considered for approval in accordance with Proposition 218.

SECTION 2. The City Manager is authorized and directed to compile the Master Revenue Schedule, and make such organizational and formatting changes he determines reasonably necessary, to reflect the current fees, rates, fines, and other charges previously adopted by the City Council and to incorporate the amendments adopted herein.

SECTION 3. The City Manager is authorized and directed to include in the Master Revenue Schedule such fees, rates, fines, and other charges as may be adopted by the Belmont Fire Protection District.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



**CITY OF BELMONT
BELMONT FIRE PROTECTION DISTRICT
MASTER REVENUE SCHEDULE**

(AS PROPOSED THROUGH JUNE 10, 2014)

*The City's fees, charges and taxes are adopted
at various times and through various actions
and are compiled herein for convenience.*

**MASTER REVENUE SCHEDULE
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**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

APPEALS**Effective 7/1/14**

Appeals to City Council	\$	950.00	\$	950.00
Appeals to Planning Commission (Administrative Actions)	\$	100.00	\$	100.00

RECORDINGS

Audio CD-ROM/DVD of Council/Commission Meeting *	\$	20.00	\$	20.00
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RETURNED CHECK FEE

Returned Check Fee				
First returned check	\$	25.00	\$	25.00
Subsequent checks	\$	35.00	\$	35.00

BUSINESS LICENSE

Change of Address	\$	18.40	\$	18.88
Duplicate Business License	\$	18.40	\$	18.88
Business Name Change	\$	18.40	\$	18.88

NOTARY SERVICES

Acknowledgement - per signature	\$	10.00	\$	10.00
Jurat - per signature	\$	10.00	\$	10.00
Depositions	\$	20.00	\$	20.00

OTHER REPRODUCTION COSTS

Publications	Actual Cost	Actual Cost	
Miscellaneous Reproductions	Actual Cost	Actual Cost	
Standard 8 1/2 x 11 Copy	\$ 0.25	\$ 0.25	per page

SPECIAL SERVICES

(for Accounting, Planning, Treasury, Debt & Risk Management Services)

Includes business data mining, records requests, data compilation and bookkeeping.

Business Data Mining	\$	195.00	\$	226.00	per hour billed in
		+ 30%		+ 30%	¼ hour

* Fee may be waived for elected/appointed officials who are unable to attend related meeting.

CITY OF BELMONT
MASTER REVENUE SCHEDULE
Effective 7/1/14

Fingerprint Fee	\$	40.00	\$	40.00	per person
Crime Report Fee	\$	10.00	\$	10.00	No charge to victim, 1 st copy
	\$	0.25	\$	0.25	per page thereafter
Accident Report Fee	\$	10.00	\$	10.00	No charge to involved party, 1 st copy
	\$	0.25	\$	0.25	per page thereafter
Local Clearance Letter	\$	30.00	\$	30.00	per person
Photos					
Color 4 x 6	\$	7.50	\$	7.50	each
Digital 8½ x 11	\$	7.50	\$	7.50	per page
CD Rom	\$	50.00	\$	50.00	each - unlimited photos
Solicitors Permit	\$	200.00	\$	200.00	per person
Vehicle Release Fee	\$	200.00	\$	200.00	impound per vehicle
	\$	50.00	\$	50.00	storage
Lost Citations	\$	10.00	\$	10.00	per citation
Incident Print-out	\$	10.00	\$	10.00	per incident
Records Search/Print-out	\$	88.00	\$	88.00	per hour; billed in ¼ hour increments
Audio Tape Duplication	\$	88.00	\$	88.00	per hour; minimum of \$20.00 + cost of tape
Street Closure Request	\$	50.00	\$	50.00	per request
Video Tape Duplication	\$	88.00	\$	88.00	per hour; 1 hr. minimum + cost of tape
Ticket Sign-off (outside agency)	\$	10.00	\$	10.00	per vehicle
Emergency Cost Recovery	\$	165.00	\$	165.00	1 st two hours
	\$	82.50	\$	82.50	additional hours
False Alarm Fees					
1 st and 2 nd incident		No charge		No charge	
3 rd incident	\$	75.00	\$	75.00	
4 th incident	\$	100.00	\$	100.00	
5 th incident or more	\$	125.00	\$	125.00	
Alarm Permit Fee	\$	50.00	\$	50.00	per address
Massage Permit Fee (initial)	\$	500.00	\$	500.00	
Massage Permit (renewal)	\$	150.00	\$	150.00	
Massage Annual Inspection Fee	\$	150.00	\$	150.00	

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

CODE	VIOLATION	Effective 7/1/14	
		BAIL	
C.O. 14-6	Old County Rd Parked on Right of Way Doing Work	\$40.00	
C.O. 14-7a	Old County Rd Parked on Right of Way (2000-0600 HRS)	\$40.00	
C.O. 14-7b	Old County Rd Parked 3' Easement (0600-2000 HRS)	\$40.00	
C.O. 14-10	Parked in Excess of 72 hrs	\$40.00	
C.O. 101-1	No Parking Anytime	\$40.00	
C.O. 101-1	Parking in Violation of Regulatory Sign	\$40.00	
C.O. 101-1	Timed Zone Parking	\$40.00	
C.O. 377	Wheels Not Curbed	\$40.00	
CVC 4000a	Expired Registration	\$50.00	
CVC 4462b	False Display of Registration (Tab)	\$50.00	
CVC 5200	Front and/or Rear Plate Missing	\$40.00	
CVC 5201	Improper Position of Plates	\$40.00	
CVC 5202	Period of Display/License Plate	\$40.00	
CVC 5204	Year and/or Month Tab Missing	\$40.00	
CVC 21113a	Parked/Drive on Public Ground Without a Permit	\$40.00	
CVC 21211b	Parked Blocking a Bicycle Lane	\$40.00	
CVC 22500a	Parked in Intersection	\$40.00	
CVC 22500b	Parked in Crosswalk	\$40.00	
CVC 22500d	Parked Within 15' of Fire Station Driveway	\$40.00	
CVC 22500e	Parked Blocking Driveway	\$40.00	
CVC 22500f	Parked on Sidewalk	\$40.00	
CVC 22500h	Double Parked	\$40.00	
CVC 22500i	Parked in Bus Zone	\$255.00	
CVC 22500l	Parked in Front of Lowered Curb-Handicap Access	\$355.00	
CVC 22500.1	Parked in Posted Fire Lane	\$40.00	
CVC 22502a	Parked on Wrong Side of Roadway/18" from Curb	\$40.00	
CVC 22507.8a	Parked in Disabled Person Marking	\$355.00	
CVC 22514	Parked Within 15' of Fire Hydrant	\$40.00	
CVC 22521	Parked Within 7 ½' of Railroad Tracks	\$40.00	
CVC 22522	Parked Within 3' of Sidewalk Access Ramp	\$355.00	
CVC 22523a	Abandoned Vehicle	\$255.00	
CVC 22523b	Abandoned Vehicle	\$255.00	
F.C. 13.111.3	Parked in Fire Lane	\$40.00	
C.O. SECTION 30	Administrative Citations - Infractions		
		First Offense	\$100.00
		Second Offense	\$200.00
		Third Offense	\$500.00
C.O. SECTION 30	Administrative Citations - Misdemeanor		
		First Offense	\$100.00
		Second Offense	\$300.00
		Third Offense	\$500.00

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

	CURRENT	Effective 9/1/14	CURRENT	Effective 9/1/14
	Planning*	Planning *	Engineering*	Engineering *
DESIGN REVIEW				
New Construction	\$4,681	\$5,360	\$2,972	\$3,358
Exterior Modifications	\$3,933	\$4,503		
Building or Sign Colors, Planning Commission Review	\$2,711	\$3,104		
Preliminary Design Review	\$1,993	\$2,282	\$1,287	\$1,454
Same Project - Formal Application Credit				
Administrative Design Review	\$1,993	\$2,282	\$1,287	\$1,454
Administrative Sign Review	\$974	\$1,115		
Single-Family Design Review	\$4,307	\$4,932	\$1,882	\$2,127
Temporary Banner Permit	\$226	\$259		
CONDITIONAL USE PERMIT				
No New Construction	\$4,679	\$5,357	\$1,192	\$1,347
All Others	\$4,679	\$5,357	\$1,192	\$1,347
Administrative Permit	\$1,993	\$2,282	\$1,192	\$1,347
VARIANCE AND FAR EXCEPTION				
Single Family Residential	\$4,679	\$5,357	\$595	\$672
Other Uses	\$4,679	\$5,357	\$595	\$672
Administrative Permit	\$1,993	\$2,282	\$595	\$672
GEOLOGIC REVIEW				
Geotechnical/Geologic Report <i>(includes \$1500 deposit for City geologic services)</i>	\$3,717	\$4,256		a. \$1,511 as deposit
Map Modification	\$4,075	\$4,666		b. \$218/hr. in excess of 7 hrs.
Exception (a, b, and c) City Code Sec. 7-12	\$3,224	\$3,691		
Exception (d) City Code Sec. 7-12	\$3,470	\$3,973		
ENVIRONMENTAL FEES				
Base Fee (Categorical - CEQA exemptions)	\$604	\$692		
Initial Study - Staff	\$3,870	\$4,431		
Negative Declaration - Staff	\$1,470	\$1,683		a. \$2,161 as deposit
Mitigated Negative Declaration		% of cost of contract		b. \$218/hr. in excess of 10 hrs.
EIR		% of cost of contract		
ADDITIONAL PLAN FEES				
Subdivision Ordinance and City Code Exception	\$4,325	\$4,952		a. \$864 as deposit
				b. \$218/hr. in excess of 4 hrs.
				c. Actual consultant cost + 30%
Miscellaneous Administrative Permits	\$335	\$384		
General Plan Amendment, Rezoning, or Zoning Ordinance Amendment	\$5,232	\$5,991		
Historic Building Alteration, Planning Commission Review	\$3,190	\$3,653		

* Fees include review cost for 3 submittals only. Hourly rate of \$218 per hour (Planning) and \$216 (Engineering) to be charged for review time in excess of 3 submittals.

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

	CURRENT	Effective 9/1/14	CURRENT	Effective 9/1/14
	Planning*	Planning *	Engineering*	Engineering *
Grading Plan, Planning Commission Review	\$4,325	\$4,952		a. \$4,398 as deposit b. \$218/hr. in excess of 24 hrs. c. Actual consultant cost + 30%
Appeals	Refer to Sec. 1	Refer to Sec. 1 Governmental		
Extension of Permits	\$1,773	\$2,030		
Lot Line Adjustment, Certificate of Compliance	\$1,993	\$2,282	\$1,829	\$2,067
Lot Line Adjustment - Record of Survey			\$1,829	\$2,067
City Code Permits	\$1,074	\$1,230		
Property Profile Report	\$337	\$386		
Antenna	\$449	\$514		
Landscape Plan Checking	\$362	\$414	\$406	\$459
Tree Removal Permit - requiring Planning Commission review	\$2,470	\$2,828		
Arborist Fees	\$657	\$752		
Tentative Parcel Map	\$4,681	\$5,360	\$4,717+\$396/lot	\$5,401+\$453/lot
Resubmittal Fee (after 2nd resubmittal)			\$395	\$446
Street Modifications			\$2,377	\$2,686
Retaining Walls			\$2,972	\$3,358
Sewers			\$1,430	\$1,616
Storm Drains			\$2,377	\$2,686
Grading (No P.C. Review)			\$1,585	\$1,791
New Street			\$4,557	\$5,149

* Fees include review cost for 3 submittals only. Hourly rate of \$218 per hour (Planning) and \$216 (Engineering) to be charged for review time in excess of 3 submittals.

COMPLEX PROJECT - PROJECT FEE

Complex projects are those which, because of their size and issue complexity, are expected to take more staff time and effort than typical projects. Complex projects include new buildings totaling more than 10,000 gross square feet, major subdivisions of land into 5 or more lots or condominium units, tentative maps, all vesting tentative maps and extension of unimproved roads in the San Juan Hills area. Projects which would otherwise be subject to fixed processing fees may be deemed by the Community Development Director to be Complex Projects if multiple plan revisions or unusual circumstances require collection of a Complex Project Fee to cover the costs of staff time.

FEE BASIS :	Community Development	Proposed	Engineering	Proposed
1. Minimum, non-refundable fee	\$14,655	\$16,780	\$7,924	\$8,954
2. At time of application, fees are calculated as follows:				
Non-Residential \$16,938 minimum Complex Project Fee, plus \$1,784 for each additional 10,000 square feet or portion thereof.			+ \$396/acre	+ \$447/acre
Residential \$17,697 minimum Complex Project Fee, plus \$331 per additional unit.			+ \$396/acre	+ \$447/acre
Major Subdivisions (5 or more lots) \$14,990 minimum Complex Project Fee, plus \$563 per lot.			\$5,150 + \$396/acre	\$5,820 + \$447/acre
3. Charges for City staff time in excess of:	70 hours	70 hours	40 hours	40 hours
billed at hourly rate of:	\$212	\$218	\$211	\$216
4. Services provided by private consultants are charged at actual cost plus 30%.				
5. All complex project charges must be paid prior to public hearing.				

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 9/1/14

TREE REMOVAL FEES¹

Tree removal fees are assessed for the removal of trees associated with development of property. Fees are collected to mitigate the loss of trees from the City's tree population. Fees are deposited in the City Tree Planting and Establishment Fund.

FEE BASIS:**1. Development Projects Requiring Planning Commission Review**

Tree Size (DBH) ²	Protected Trees ³		Acacia, Monterey Pine, Eucalyptus Globulus	
	Current	Proposed	Current	Proposed
24" or greater	\$4,968	\$2,000	\$75	\$75
18" but less than 24"	\$3,725	\$1,500	\$75	\$75
10" but less than 18"	\$2,484	\$1,000	\$75	\$75
Less than 10"	No Fee	No Fee	\$75	\$75

2. General Property Maintenance Tree Removal Permit

Tree Size (DBH)	Protected Trees	
10" or greater	\$75	\$75

Effective 9/1/14

¹ Payment shall be made prior to the issuance of a grading permit for development projects. If no grading permit is required, payment shall be made prior to the issuance of a building permit. If no building permit is required, payment shall be made prior to removal of any protected tree.

² DBH = the diameter of the tree at breast height; measured across the widest face of the tree trunk, at 4½ feet above natural grade. On a slope, the 4½ foot height is measured from the center of the trunk, halfway between the uphill and downhill side. In the case of multiple stemmed trees, the measurement shall be the sum of the diameters of all stems measured at 4½ feet above natural grade.

³ Protected Trees as defined in Chapter 25 of the City Code

TREE PLANTING IN-LIEU FEES

When a requirement to plant trees on the subject property cannot be met, the applicant shall pay a Tree Planting In-Lieu Fee to the City Tree Planting and Establishment Fund.

	Current	Proposed
Per each non-replaced tree	\$497	\$497
APPEAL OF DENIED TREE PERMIT	\$950	\$425
PUBLIC NOTICE FEE	\$285	\$292

NOTES

- All fees to be paid at time of filing an application.
- Fees are additive; multiple applications require multiple fees.
- Each parcel requires separate Use Permit or Variance Fee.
- City geologist services will be charged at full cost to City. If deposit does not cover costs, applicant will be notified and billed for the additional work. Unused funds deposited for geologic services will be refunded to the applicant.
- City projects are subject to the fee schedule.
- For Development Review applications requiring Engineering review, but with no fee specified in the fee schedule, the MASTER REVENUE SCHEDULE allows the Engineering Division to collect up to 10 hours staff time as deposit and at an hourly rate of \$218/hr plus 130% of actual consultant costs.

CITY OF BELMONT
MASTER REVENUE SCHEDULE

Effective 9/1/14

BUILDING PERMIT FEES - NEW CONSTRUCTION

Class	Occupancy Type	Plan Check Fee						Inspection Fee					
		Type of Construction						Type of Construction					
		Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed	Current	Proposed
		I FR II FR	I FR II FR	II 1-HR III 1-HR V 1-HR	II 1-HR III 1-HR V 1-HR	III N IV V N	III N IV V N	I FR II FR	I FR II FR	II 1-HR III 1-HR V 1-HR	II 1-HR III 1-HR V 1-HR	III N IV V N	III N IV V N
A-1/A-2	THEATER/CHURCH	\$0.58	\$0.66	NP	NP	NP	NP	\$0.96	\$1.10	NP	NP	NP	NP
A-2.1/A-3	RESTAURANT/SMALL ASSEMBLY ROOM	\$0.96	\$1.10	NP	NP	NP	NP	\$0.96	\$1.10	NP	NP	NP	NP
B	OFFICE BUILDING	\$1.15	\$1.32	\$1.00	\$1.15	\$0.75	\$0.86	\$1.01	\$1.16	\$0.87	\$1.00	\$0.66	\$0.76
B	HIGH RISE OFFICE BUILDING	\$0.65	\$0.74	\$0.56	\$0.64	\$0.43	\$0.49	\$0.71	\$0.81	\$0.61	\$0.70	\$0.48	\$0.55
E-1 - E-3	PRESCHOOL / DAYCARE BUILDINGS	\$1.72	\$1.97	\$1.50	\$1.72	\$1.15	\$1.32	\$1.15	\$1.32	\$1.00	\$1.15	\$0.75	\$0.86
F	FACTORY TYPE ESTABLISHMENTS	\$0.77	\$0.88	\$0.66	\$0.76	\$0.51	\$0.58	\$0.75	\$0.86	\$0.66	\$0.76	\$0.51	\$0.58
H	HAZARDOUS OCCUPANCIES	\$1.91	\$2.19	\$1.66	\$1.90	\$1.28	\$1.47	\$1.44	\$1.65	\$1.25	\$1.43	\$0.96	\$1.10
I	INSTITUTIONAL OCCUPANCIES	\$1.72	\$1.97	\$1.50	\$1.72	\$1.15	\$1.32	\$1.15	\$1.32	\$1.00	\$1.15	\$0.75	\$0.86
M	MARKET/DEPARTMENT STORE	\$2.30	\$2.63	\$1.99	\$2.28	\$1.53	\$1.75	\$1.44	\$1.65	\$1.25	\$1.43	\$0.96	\$1.10
M	RETAIL STORE	\$0.77	\$0.88	\$0.66	\$0.76	\$0.51	\$0.58	\$0.57	\$0.65	\$0.51	\$0.58	\$0.38	\$0.44
R-1	APARTMENT BLDG/HILLSIDE	\$5.16	\$5.91	\$4.49	\$5.14	\$3.44	\$3.94	\$4.31	\$4.93	\$3.72	\$4.26	\$2.88	\$3.30
R-1	APARTMENT BLDG/FLAT	\$3.44	\$3.94	\$2.98	\$3.41	\$2.30	\$2.63	\$2.88	\$3.30	\$2.49	\$2.85	\$1.91	\$2.19
R-2.1/R2.1.1/R2.2/R2.2.1	ELDERLY CARE FACILITIES	\$2.30	\$2.63	\$1.99	\$2.28	\$1.53	\$1.75	\$2.30	\$2.63	\$1.99	\$2.28	\$1.53	\$1.75
R-3	HILLSIDE	\$5.16	\$5.91	\$4.49	\$5.14	\$3.44	\$3.94	\$4.31	\$4.93	\$3.72	\$4.26	\$2.88	\$3.30
R-3	FLAT	\$3.44	\$3.94	\$2.98	\$3.41	\$2.30	\$2.63	\$2.88	\$3.30	\$2.49	\$2.85	\$1.91	\$2.19
S-1 - S-5	STORAGE FACILITIES / PARKING GARAGES	\$1.72	\$1.97	\$1.50	\$1.72	\$1.15	\$1.32	\$0.87	\$1.00	\$0.74	\$0.85	\$0.57	\$0.65
U	PRIVATE GARAGES / SHEDS	\$5.75	\$6.58	\$4.97	\$5.69	\$3.83	\$4.39	\$7.17	\$8.21	\$6.23	\$7.13	\$4.79	\$5.48
U-1	PATIO COVER 300 sf	\$4.79	\$5.48	\$4.15	\$4.75	\$3.19	\$3.65	\$7.66	\$8.77	\$6.63	\$7.59	\$5.10	\$5.84
B	OFFICE TENANT IMPROVEMENTS 5,000 sf	\$0.92	\$1.05	\$0.79	\$0.90	\$0.61	\$0.70	\$0.57	\$0.65	\$0.51	\$0.58	\$0.38	\$0.44
B	OFFICE TENANT IMPROVEMENTS 500 sf	\$4.59	\$5.26	\$3.98	\$4.56	\$3.06	\$3.50	\$4.59	\$5.26	\$3.98	\$4.56	\$3.06	\$3.50
M	RETAIL TENANT IMPRV 5,000 sf Type II-N	\$0.92	\$1.05	\$0.79	\$0.90	\$0.61	\$0.70	\$0.57	\$0.65	\$0.51	\$0.58	\$0.38	\$0.44
M	RETAIL TENANT IMPRV 5,000 sf Type V-N	\$0.92	\$1.05	\$0.79	\$0.90	\$0.61	\$0.70	\$0.57	\$0.65	\$0.51	\$0.58	\$0.38	\$0.44

BUILDING PERMIT FEES - REMODELS AND ADDITIONS

Inspection Fees shall be calculated by multiplying the hourly rate by the inspection hours found in the Inspection Hours Table.

Hourly Rate Effective 9/1/14: \$218/hour

Inspection Hours Table

	Bldg	Plan Check Hrs	Mech	Building Insp Hrs	Plumbing Insp Hrs	Mechanical Insp Hrs	Electrical Insp Hrs
Residential Alteration Category							
Alteration Nonstructural	1.50	3 hrs	1.50	1.50	1.50	1.50	1.50
Alteration Structural	2.00	4 hrs	1.50	2.00	1.50	1.50	1.50
Attic conversion	2.00	3 hrs	1.00	2.00	1.00	1.00	1.00
Antenna Tower	1.00	2 hrs		1.00			
Awning	0.50	2 hrs		0.50			
Balcony	1.50	2 hrs	0.50	1.50	0.50	0.50	1.00
Basement (Unfinished to Finish)	2.00	2 hrs	1.00	2.00	1.00	1.00	1.00
Basement (Unfinished to Build)	2.00	3 hrs	1.50	2.00	1.50	1.50	1.50
Bathroom	1.00	2 hrs	1.50	1.00	1.50	1.50	1.00
Bay Windows #	1.50	2 hrs		1.50			0.50
Carport	1.50	2 hrs		1.50			1.00
Cellular Antenna	2.00	4 hrs		2.00			2.00
Commercial Façade Improvement	3.00	2 hrs		3.00			1.00
Commercial Hood	1.00	2 hrs	1.00	1.00	1.00	1.00	1.00
Covered Porch	1.50	2 hrs		1.50			1.00
Deck	1.50	2 hrs		1.50			1.00
Dishes > 2' #	0.50	2 hrs		0.50			
Drainage System	2.00	2 hrs		2.00			
Fence (wood, chain link)	1.00	2 hrs		1.00			
Fence/Sound Wall (Masonry)	2.00	2 hrs		2.00			
Fence (wrought iron)	0.50	2 hrs		0.50			
Fireplace (Chimney Rebuild) #	1.00	1 hrs		1.00			
Fireplace (complete rebuild) #	1.50	2 hrs		1.50			
Garage (Attached Framed)	2.00	2 hrs	1.50	2.00	1.50	1.50	0.50
Garage (Attached Masonry)	2.50	2 hrs	1.50	2.50	1.50	1.50	0.50

Effective 9/1/14

Inspection Hours Table (cont'd)

	Bldg	Plan Check Hrs	Mech	Building Insp Hrs	Plumbing Insp Hrs	Mechanical Insp Hrs	Electrical Insp Hrs
Residential Alteration Category							
Garage (Detached Framed)	2.00	2 hrs	1.50	2.00	1.50	1.50	1.00
Garage (Detached Masonry)	2.50	2 hrs	1.50	2.50	1.50	1.50	1.00
Habitable Area Added	3.00	2 hrs	1.50	3.00	1.50	1.50	1.50
Kitchen Remodel	1.50	2 hrs	1.50	1.50	1.50	1.50	1.50
Patio Cover (lattice)	1.00	2 hrs		1.00			0.50
Patio cover (metal)	0.50	2 hrs		0.50			0.50
Patio cover (wood)	1.00	2 hrs		1.00			0.50
Photo Voltaic System	2.00	3 hrs		2.00			2.00
Pool Cabana	3.00	2 hrs	1.50	3.00	1.50	1.50	1.50
Recreational Building	3.00	2 hrs	0.50	3.00	1.50	0.50	1.50
Residing	0.50	2 hrs		0.50			0.50
Retaining Wall (masonry)	1.50	5 hrs		1.50			1.00
Retaining Wall (wood)	1.00	2 hrs		1.00			0.50
Roof Structural Replacement	1.50	5 hrs	0.50	1.50	0.50	0.50	0.50
Screen Room	0.50	2 hrs		0.50			0.50
Sewer Installation or Repair	1.00	1 hr		1.00			
Skylight Dome #	0.50	2 hrs		0.50			
Skylight Non-Structural #	1.00	2 hrs	0.50	1.00	0.50	0.50	1.00
Skylight Structural #	1.00	2 hrs	0.50	1.00	0.50	0.50	1.00
Spray Booth		4 hrs			1.00		2.00
Storage Racks	0.50	5 hrs		0.50			
Storage Shed	1.50	5 hrs		1.50			1.00
Swimming Pool (Plaster)	3.00	5 hrs	0.50	3.00	1.00	0.50	1.50
Swimming Pool (Fiberglass)	0.50	2 hrs	0.50	0.50	1.00	0.50	1.00
Swimming Pool (Vinyl)	0.50	2 hrs	0.50	0.50	1.00	0.50	1.00
Termite Repairs (Structural)	2.00	2 hrs		2.00			1.00
Temporary Trailer Installation	2.00	2 hrs		2.00			

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Unfinished Room (To Build)	2.00	3 hrs	1.50	2.00	1.50	1.50	1.50
Unfinished Room (To Finish)	2.00	2 hrs	1.00	2.00	1.00	1.00	1.00
Vinyl Siding Replacement or Repair	2.00	1 hr		2.00			
Voluntary Foundation Upgrade	2.00	1 hr		2.00			
Walls (bearing)	1.50	4 hrs	0.50	1.50	0.50	0.50	1.00
Walls (nonbearing)		2 hrs	0.50	1.00	0.50	0.50	1.00
Water Service	1.00	1 hr		1.00			
Water Supply Re-Piping	1.00	1 hr		1.00			
Windows #	2.00	1 hr		2.00			

NOTES REGARDING FEES:

- 1) The City hereby sets the UBC valuation schedule methodology as a minimum fee.
- 2) If projects do not fit into one of the categories defined in Tab V (Building Permit Fees), the Building Official should either: a) substitute another category of occupancy that best fits the nature of the project, or b) base the fee on the valuation found in the most recent edition of the Building Standards Magazine as published by the International Conference of Building Officials (ICBO).
- 3) If a project requires significantly more work than average, the Building Official may require the applicant be charged on an hourly basis (i.e., each inspection = ½ hour).
- 4) City projects are subject to the fee schedule.

Effective 9/1/14

ADDITIONAL FEES:

Plan Check Fee	shall be 65% of the Building fee. The Plan Check fees are separate fees from the Building fees above.
Microfilm Charge	shall be 5% of the Building fee. The Microfilm Charge is a separate fee from the Building fees above.
State Energy	shall be 40% of the Building fee. The State Energy Charges are separate fees from the Building fees above.
Noise Insulation	shall be 8% of the Building fee. This fee is for apartments and condominiums only. The Noise Insulation charges are separate fees from the Building fees. Charges are separate fees from the Building fees.
Handicapped Plan Check	shall be 25% of the Building fee. The Handicapped Plan Check charges are separate fees from the Building fees.
Planning Plan Check	shall be 35% of the Building fee. The Planning Plan Check charges are separate fees from the Building fees.
Engineering Plan Check	See Engineering Fees Section, Subsection: Building Permit Plan Check
Business License Valuation	shall be \$49.00 per structure up to \$50,000 valuation, over \$50,000, \$1.65 per \$1,000. The Business License Valuation charges are separate fees from the Building fees.
General Plan Maintenance Fee	shall be 0.25% of the Building Valuation. The General Plan Maintenance charges are separate from the Building fees.

OTHER INSPECTIONS AND FEES:

	Current	Proposed
1) Inspections outside of normal business hours - per hour (minimum charge - two hours)	\$212.00	\$218.00 per hour
2) Reinspection fees assessed under provisions of Section 108.8 of the Uniform Building Code	\$212.00	\$218.00 per hour
3) Inspections for which no fee is specifically indicated - (minimum charge - ½ hour)	\$212.00	\$218.00 per hour
4) Additional plan review required by changes, additions or revisions to approved plans - (minimum charge - ½ hour)	\$212.00	\$218.00 per hour
5) For use of outside consultants for plan checking and inspections, or both.	Actual Cost +30%	Actual Cost + 30%

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

PERMIT ISSUANCE	Current	Effective 9/1/14 Proposed
Issuance of each electrical permit	\$119	\$136
Issuance of each supplemental electrical permit	\$13	\$15

SYSTEM FEE SCHEDULE

(Note: The following do not include permit-issuing fee.)

1. New Residential Buildings

The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.

Multifamily

\$0.10 \$0.10

For new multifamily residential buildings (apartments and condominiums) having three or more living units not including the area of garages, carports and other noncommercial automobile storage areas constructed at the same time, per square foot.

\$0.10 \$0.10

Single-and Two-Family

\$0.10

For new single and two-family residential buildings not including the area of garages, carports and other minor accessory buildings constructed at the same time, per square foot.

\$0.10 \$0.10

For other types of residential occupancies and alterations, additions and modifications to existing residential buildings, use the UNIT FEE SCHEDULE.

2. Private Swimming Pools

\$328 \$376

For new private, residential, in-ground, swimming pools for single-family and multifamily occupancies including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool, each pool.

For other types of swimming pools, therapeutic whirlpools, spas and alterations to existing swimming pools, use the UNIT FEE SCHEDULE.

3. Carnivals and Circuses

Current Proposed

Carnivals, circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions.

For electric generators and electrically driven rides, each

\$43 \$49

For mechanically driven rides and walk-through attractions or displays having electric lighting, each

\$13 \$15

For a system of area and booth lighting, each

\$13 \$15

For permanently installed rides, booths, displays and attractions, use the UNIT

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 9/1/14

FEE SCHEDULE.

4. Temporary Power Service

For a temporary service power pole or pedestal including all pole or pedestal-mounted receptacle outlets and appurtenances, each	\$109	\$125
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For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lights, Christmas tree sales lots, fireworks stands, etc., each	\$101	\$116
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UNIT FEE SCHEDULE

(Note: The following do not include permit issuing fee.)

1. Receptacle, Switch and Light Outlets

For receptacle, switch, lighting or other outlets at which current is used or controlled, except services, feeders and meters.

First 20 fixtures, each	\$2	\$2
Additional outlets, each	\$1	\$1

NOTE: For multioutlet assemblies, each 5 feet or fraction thereof may be considered as one outlet.

2. Lighting Fixtures

For lighting fixtures, sockets or other lamp-holding devices

First 20 fixtures, each	\$2	\$3
Additional fixtures, each	\$1	\$1
Pole or platform-mounted lighting fixtures, each	\$2	\$3
Theatrical-type lighting fixtures or assemblies, ea.	\$2	\$3

3. Residential Appliances

	\$9	\$10
--	-----	------

For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens; counter-mounted cooking tops; electric ranges; self-contained room; console, or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding one horsepower (HP) (746W) in rating, each

NOTE: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.

4. Nonresidential Appliances

	\$9	\$10
--	-----	------

For residential appliances and self-contained factory-wired, nonresidential appliances not exceeding one horsepower (HP), kilowatt (KW), or kilovolt-ampere (KVA), in rating including medical and dental devices; food beverage, and ice cream cabinets; illuminated show cases; drinking fountain; vending machines; laundry machines; or other similar types of equipment, each

NOTE: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 9/1/14

5. Power Apparatus

For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows:

Rating in horsepower (HP), kilowatts (KW), kilovolt-amperes (KVA), or kilovolt-amperes-reactive (KVAR):

Up to and including 1, each	\$9	\$10
Over 1 and not over 10, each	\$1	\$1
Over 10 and not over 50, each	\$45	\$52
Over 50 and not over 100, each	\$90	\$103
Over 100, each	\$136	\$156

Notes:

- For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.
- These fees include all switches, circuit breakers, contractors, thermostats, relays, and other directly related control equipment.

6. Busways

Trolley and plug-in-type busways, each 100 feet or fraction thereof \$13 \$15
NOTE: An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in-type busways. No fee is required for portable tools.

7. Signs, Outline Lighting and Marquees

Signs, outline lighting systems or marquees supplied from one branch circuit, each \$42 \$48
Additional branch circuits within the same sign, outline lighting system or marquee, each \$9 \$10

8. Services

Services of 600 volts or less and not over 200 amperes in rating, each \$118 \$135
Services of 600 volts or less and over 200 amperes to 1000 amperes in rating, each \$118 \$135
Services over 600 volts or over 1000 amperes in rating, each \$238 \$273

9. Miscellaneous Apparatus, Conduits and Conductors

Required, but for which no fee is herein set forth \$34 \$39
NOTE: This is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.

OTHER INSPECTION AND FEES (per hour):

- | | | |
|--|-------|-------|
| 1. Inspection outside of normal business hours* (2-hour minimum) | \$212 | \$218 |
| 2. Reinspection fees assessed under provisions of Section 305.8 | \$212 | \$218 |
| 3. Inspection for which no fee is specifically indicated* (½-hour minimum) | \$212 | \$218 |
| 4. Additional plan review required by changes, additions or revisions to | | |

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

		Effective 9/1/14
approved plans* (½-hour minimum)	\$212	\$218

* *Per hour charge or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, supplies, hourly wages and fringe benefits of the employees involved.*

NOTES REGARDING FEES:

- The City hereby sets the UBC valuation schedule methodology as a minimum fee.
- If projects do not fit into one of the categories defined in Tab V (Building Permit Fees), the Building Official should either: a) substitute another category of occupancy that best fits the nature of the project, or b) base the fee on the valuation found in the most recent edition of the Building Standards Magazine as published by the International Conference of Building Officials (ICBO).
- If a project requires significantly more work than average, the Building Official may require the applicant be charged on an hourly basis (i.e., each inspection = ½ hour).
- City projects are subject to the fee schedule.

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

	Effective 9/1/14	
PERMIT ISSUANCE	Current	Proposed
Issuance of each plumbing permit	\$119	\$136
Issuance of each supplemental plumbing permit	\$53	\$61
UNIT FEE SCHEDULE		
(Note: The following do not include permit-issuing fee.)		
1. Fixtures and Vents		
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping, and backflow protection thereof)	\$17	\$19
For repair or alteration of drainage or vent piping, each fixture	\$9	\$10
2. Sewers, Disposal Systems and Interceptors		
For each building sewer and each trailer park sewer	\$45	\$52
Rainwater systems-per drain (inside building)	\$17	\$19
For each cesspool (where permitted)	\$67	\$77
For each private sewage disposal system	\$136	\$156
For each industrial waste pretreatment interceptor including its trap and vent, except kitchen type grease interceptors functioning as fixture traps	\$36	\$41
3. Water Piping and Water Heaters		
For installation, alteration, or repair of water piping and/or water-treating equipment or both, each	\$9	\$10
For repair or alteration of drainage or vent piping, each fixture	\$9	\$10
For each water heater including vent	\$109	\$125
4. Gas Piping Systems		
For each gas piping system of one to five outlets	\$109	\$125
For each additional outlet over five, each	\$22	\$25
5. Lawn Sprinklers, Vacuum Breakers and Backflow Devices		
For each lawn sprinkler system on any one meter, including backflow protection devices therefore	\$29	\$33
For atmospheric-type vacuum breakers not included in Item 1:		
1 to 5 devices	\$22	\$25
over 5 devices, each	\$5	\$5
For each backflow protective device other than atmospheric-type vacuum breakers:		
2 inches (50.8mm) and smaller	\$22	\$25
Over 2 inches (50.8mm)	\$45	\$52
6. Swimming Pools		
For each swimming pool or spa:		
Public pool	\$167	\$191
Public spa	\$110	\$126

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

		Effective 9/1/14
Private pool	\$110	\$126
Private spa	\$56	\$64
7. Miscellaneous		
For each appliance or piece of equipment regulated by the Plumbing Code, but not classed in other appliance categories, or for which no other fee is listed this code.	\$17	\$19
OTHER INSPECTIONS AND FEES (per hour):		
1. Inspections outside of normal business hours* (2-hour minimum)	\$528	\$605
2. Reinspection fees assessed under provisions of Section 305.8	\$212	\$243
3. Inspections for which no fee is specifically indicated* (½-hour minimum)	\$212	\$243
4. Additional plan review required by changes, additions or revisions to approved plans* (½-hour minimum)	\$212	\$243

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, supplies, hourly wages and fringe benefits of the employees involved.

NOTES REGARDING FEES:

- The City hereby sets the UBC valuation schedule methodology as a minimum fee.
- If projects do not fit into one of the categories defined in Tab V (Building Permit Fees), the Building Official should either: a) substitute another category of occupancy that best fits the nature of the project, or b) base the fee on the valuation found in the most recent edition of the Building Standards Magazine as published by the International Conference of Building Officials (ICBO).
- If a project requires significantly more work than average, the Building Official may require the applicant be charged on an hourly basis (i.e., each inspection = ½ hour).
- City projects are subject to the fee schedule.

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

PERMIT ISSUANCE	Effective 9/1/14	
	Current	Proposed
Issuance of each mechanical permit	\$119	\$137
Issuance of each supplemental mechanical permit	\$14	\$16
UNIT FEE SCHEDULE		
(Note: The following do not include permit-issuing fee.)		
1. Furnaces		
Installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h.	\$118	\$136
Installation or relocation of each forced-air or gravity-type furnace or burner including ducts and vents attached to such appliance over 100,000 Btu/h.	\$118	\$136
Installation or relocation of each floor furnace, including vent.	\$29	\$33
Installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.	\$29	\$33
2. Appliance Vents		
Installation, relocation or replacement of each appliance vent installed and not included in an appliance permit.	\$14	\$16
3. Repairs or Additions		
Repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit absorption unit, or each heating, cooling, absorption, or evaporative cooling system, including installation of controls regulated by this code.	\$26	\$29
4. Boilers, Compressors and Absorption Systems		
Installation or relocation of each boiler or compressor to and including three horsepower, or each absorption system to and including 100,000 Btu/h. (29.3 kW)	\$119	\$137
Installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower, or each absorption system over 100,000 Btu/h and including 500,000 Btu/h. (146.6 kW)	\$50	\$57
Installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h (293.1 kW)	\$67	\$77

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 9/1/14

Installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h. (512.9 kW)	\$100	\$114
Installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h. (512.9 kW)	\$168	\$192
5. Air Handlers		
For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto.	\$109	\$125
Note: This fee shall not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code.		
For each air-handling unit over 10,000 cfm. (4719 L/s)	\$34	\$38
6. Evaporative Coolers		
For each evaporative cooler other than portable type.	\$99	\$113
7. Ventilation and Exhaust		
For each ventilation fan connected to a single duct	\$14	\$16
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit.	\$20	\$23
For the installation of each hood which is served by mechanical exhaust, including the ducts, for such hood.	\$20	\$23
8. Incinerators		
For the installation or relocation of each domestic-type incinerator.	\$34	\$38
For the installation or relocation of each commercial or industrial-type incinerator.	\$27	\$31
9. Miscellaneous		
For each appliance or piece of equipment regulated by this code, but not classed in other appliance categories, or for which no other fee is listed in this code.	\$20	\$23

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

	Effective 9/1/14	
OTHER INSPECTIONS AND FEES (per hour):		
1. Inspections outside of normal business hours (2-hour minimum)	\$212	\$242
2. Reinspection fees assessed under provisions of Section 305.8	\$212	\$242
3. Inspections for which no fee is specifically indicated - (½-hour minimum)	\$212	\$242
4. Additional plan review required by changes, additions or revisions to approved plans* (½-hour minimum)	\$212	\$242

* Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, supplies, hourly wages and fringe benefits of the employees involved.

NOTES REGARDING FEES:

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- If projects do not fit into one of the categories defined in Tab V (Building Permit Fees), the Building Official should either: a) substitute another category of occupancy that best fits the nature of the project, or b) base the fee on the valuation found in the most recent edition of the Building Standards Magazine as published by the International Conference of Building Officials (ICBO).
- If a project requires significantly more work than average, the Building Official may require the applicant be charged on an hourly basis (i.e., each inspection = ½ hour).
- City projects are subject to the fee schedule.

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 9/1/14

1. SUBDIVISION MAPS

Parcel Maps

- a. \$6,716+ \$447/lot for deposit.
- b. \$ 216/hr. for time in excess of deposit
- c. Consultant actual cost + 30%.

Final Maps

- a. \$10,521 + \$447/lot for deposit
- b. \$ 216/hr. for time in excess of deposit
- c. Consultant actual cost + 30%.

2. BUILDING PERMIT PLAN CHECK

Estimated project cost less than \$4,000

- a. \$225
- b. \$ 216/hr. in excess of 1 hour

Estimated project cost \$4,001-\$10,000

- a. \$447
- b. \$ 216/hr. in excess of 2 hours

Estimated project cost \$10,001-\$50,000

- a. \$783
- b. \$ 216/hr. in excess of 3.5 hours

Estimated project cost \$50,001-\$100,000

- a. \$1,095
- b. \$ 216/hr. in excess of 5 hours

Estimated project cost \$100,001-\$250,000

- a. \$1,533
- b. \$ 216/hr. in excess of 7 hours

Estimated project cost over \$250,000

- a. 5% of improvement cost as deposit or \$2,462 minimum.
- b. \$ 216/hr. in excess of deposit
- c. Consultant actual cost plus 30%.

3. HAULING PERMIT

\$227+\$2/CY

4. GRADING PERMIT FEES (CY = Cubic Yards)

50 - 500 CY

\$672 Plus \$3/CY over 50 CY

Over 500 CY or within San Juan Area

- a. 5% of estimated project cost as deposit, or \$3,358 minimum
- b. \$ 216/hr. for time in excess of deposit
- c. Consultant actual cost plus 30%.

5. NPDES INSPECTION FEES (Acres):

0-1 Acres

\$691

1-5 Acres

\$2,808

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 9/1/14

>5 Acres

\$8,568

6. ENCROACHMENT PERMIT

All encroachment permits will be subject to a payment of a separate notary fee.

A. Permanent Encroachments on City Right-of-Way

(Does not include permit for construction)

Minor Structure (fence, stairs, etc.)

a. \$2,911

b. Consultant actual cost plus 30%.

Major Structure

(retaining wall built after Ordinance 994)

a. \$3,247

b. Consultant actual cost plus 30%.

Major Structure

(retaining wall built before Ord. 994 that requires only PWD to approve. No need for Council Resolution)

a. \$1,274 plus encroachment lease value

b. Consultant actual cost plus 30%.

B. Temporary Encroachment Permit that requires only PWD approval

(Permit is for Construction)

Residential Single Family

a. Sidewalk

b. Driveway approach

c. Storm Drain Connection

d. Sewer lateral and cleanout

e. Sewer cleanout only

Plan Check

Inspection

\$216

\$701

\$216

\$701

\$216

\$701

\$216

\$701

\$216

\$701

Commercial and Residential Development

Estimated Cost of Construction:

\$0 - \$5,000

\$5,001 - \$25,000

\$25,001 +

a. 5% of construction cost as deposit
or minimum \$701

b. \$216/hr. in excess of deposit

C. Stop Work Notice

200% of appropriate fees

D. Surety deposit

(Deposit amount may vary based on construction value as directed by the Director of Public Works.)

\$500 minimum cash deposit + 100% of construction value

7. MISCELLANEOUS

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 9/1/14

- A. Engineering and inspection services not covered by any of the above \$ 216 per hour.
- B. Services provided by private consultant are charged at actual cost plus 30%
- C. Work performed by Public Works maintenance forces will be paid as follows:
- | | |
|-----------|----------------------------|
| Labor | \$ 206 per hour |
| Material | Actual cost and 30% markup |
| Equipment | |

Equipment rental rates*, including minimum

** based on the current Caltrans editions of "Labor Surcharge and Equipment Rental Rates"*

- D. Easement Vacation
- | | |
|----|---------------------------------|
| a. | \$4,143 for deposit |
| b. | \$216/hr. in excess of 15 hours |
| | - |
- E. Street Vacation
- | | |
|----|---------------------------------|
| a. | \$5,379 for deposit |
| b. | \$216/hr. in excess of 20 hours |
| c. | Actual consultant cost + 30% |

8. COPIES OF DOCUMENTS

- | | |
|-------------------------------|--------------------------------|
| Copies of drawings (any size) | a. \$ 21.39 for first page |
| | b. \$ 1.76 per page thereafter |
| Architect Search | \$51 |
| Microfilm Re-production | \$45 |
| Xerox copies, 8 1/2" x 11" | \$0.10 per copy |

9. BANNER PERMIT FEE

\$200

10. TRANSPORTATION PERMIT

\$16 Single Trip

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

Facility	<i>All fees are per hour unless otherwise noted</i>			
	Belmont-Based Non-Profits *	Non Belmont-Based Non-Profits*	Private Groups	Commercial
Barrett CC Multi Use Room	\$35	\$60	\$80** \$130	\$165
Barrett CC Class Rooms	\$30	\$35	\$30** \$45	\$60
Cottage	\$40	\$50	\$65** \$80	\$95
Barrett & Cottage - Alcohol Permit Fee	\$115 per rental	\$115 per rental	\$115 per rental** \$125 per rental	\$135 per rental
Barrett & Cottage - Refundable Deposit	\$275 per rental	\$275 per rental	\$275 per rental** \$275 per rental	\$275 per rental
Barrett Set Up Fee	\$30	\$30	Included in rental fee	Included in rental fee
Belmont Sports Complex Conference Room	\$40	\$65	\$120** \$180	\$200
Belmont Sports Complex Alcohol Permit Fee	\$125 per rental	\$125 per rental	\$125 per rental** \$135 per rental	\$150 per rental
Belmont Sports Complex Refundable Deposit	\$385 per rental	\$385 per rental	\$385 per rental** \$385 per rental	\$385 per rental
Belmont Sports Complex Conference Room set up fee	\$30	\$30	Included in rental fee	Included in rental fee
Library - Taube Room	\$40	\$60	\$105** \$170	\$185
Lodge	\$50	\$75	\$125** \$190	\$200
Lodge Kitchen Fee	\$125 per rental	\$125 per rental	\$125 per rental** \$125 per rental	\$145 per rental
Lodge Room #4 Only	\$25	\$35	\$45** \$55	\$70
Manor House	\$50	\$75	\$125** \$190	\$200
Lodge & Manor House Alcohol Permit Fee	\$125 per rental	\$125 per rental	\$125 per rental** \$135 per rental	\$145 per rental
Lodge & Manor Set Up Fee	\$30 per rental	\$30 per rental	Included in rental fee	Included in rental fee
Lodge Refundable Deposit	\$385 per rental	\$385 per rental	\$385 per rental	\$385 per rental
Manor House Refundable Deposit	\$500 per rental	\$500 per rental	\$500 per rental	\$500 per rental
Twin Pines Senior & CC Multi Use Room	\$75	\$100	\$175** \$250	\$300

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

		<i>All fees are per hour unless otherwise noted</i>			
Facility		Group II & III *	Group IV	Group V **	Group VI
Large Group Picnic Areas Twin Pines & Alexander Park		\$95 all day rental	\$95 all day rental	\$95 all day rental** \$175 all day rental	\$500 all day rental
Picnic Areas	Alcohol	\$50 per rental	\$50 per rental	\$50 per rental**	\$50 per rental
Permit Fee				\$50 per rental	
Picnic Areas	Special	\$100 per rental	\$100 per rental	\$100 per rental	\$100 per rental
Equipment					
Special Equipment		\$250 per rental	\$250 per rental	\$250 per rental	\$250 per rental
Refundable Deposit					
Processing Fee:		\$25			
Cleaning Fee (Optional):		\$250			
Change of Original Date Fee - (Change to Reservation):				Facilities - \$50	Picnics - \$25

*The fee can be waived for Belmont and Non Belmont-Based Non-Profits during business hours and with no food service

** Fee for Residents

Recreation events, programs, and non-profit organizations, whose scope and purpose are recognized primarily as a recreation service to the citizens of Belmont. (Typical groups in this category would be the local non-profits such as youth sports organizations and Park & Recreation partners.) These organizations must:

Belmont-Based Non-Profits

- a.) Be based in the City of Belmont
- b.) Be non-profit making and show evidence thereof; or evidence that an application has been made for non-profit status
- c.) Have an official organizational structure and status and show evidence thereof
- d.) Require that membership must be open to the general public
- e.) Have 50% or more Belmont resident membership

Non Belmont-Based Non-Profits

Non-profit organizations, activities, and events not meeting the criteria in the School District or Belmont-Based Non-Profit section, such as participants representing less than 50% Belmont residents, and government agency meetings.

Private use and any other activities and events not meeting the criteria in the previous classifications.

Private Groups

- a.) Activities such as weddings, receptions, dinners, private parties, industrial conferences, and training seminars.
- b.) Rental fees will be charged for all events.

Commercial

Commercial business or professionals engaged in activities for private gain or profit.

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

Recreation fees are charged based on the following formula:

Actual Costs
(Actual Costs x Subsidy %) = Fee

Subsidy policy levels are as follows:

Teens, Seniors, and Aquatics	67% - 100%
Camps, Summer School, and Special Events	34% - 66%
Adult Sports, Special Classes, and Day Care	0% - 33%

Recreation Program Fees will not exceed the cost of the individual program.

Youth sports organizations will be charged Player Registration Fees (per player, per season, per sport): \$22.00 - per Resident Player, and \$45 per Non-Resident Player

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

- A. This Section is enacted pursuant to the authority granted by Subdivision Map Act of the State of California. As a condition of approval of a final subdivision or parcel map, the subdivider shall dedicate land, pay a fee in lieu thereof, or both, at the option of the City for parks or recreational purposes as herein set forth.
- B. It is hereby found and determined that the public interest, convenience, health, welfare and safety require that five (5) acres of property for each one thousand (1,000) persons residing within the City be devoted to local park and recreational purposes.
- C. The subdivider shall dedicate land or pay fees in lieu thereof for parks and recreational facilities to serve the residents of the subdivision. The amount of land to be provided or fees paid shall be determined pursuant to the following formula:
1. The amount of land to be dedicated shall be equal to:
 The estimated number of residents of the subdivision based on the average number of persons per household by unit as disclosed by the most recent available Federal census or a census taken pursuant to Chapter 17 (commencing with Section 40200 of Part 2, Division 3 of Title 4 of the Government Code), multiplied by .005 acres.
 2. If the subdivider provides park and recreational improvements to the dedicated land, the value of the improvements together with any equipment located thereon shall be a credit against the payment of fees or dedication of land required by this ordinance.
 3. Planned developments and real estate developments, as defined in Sections 11003 and 11003.1 respectively of the Business and Professions Code, not including condominium developments, shall be eligible to receive a credit, as determined by the City Council against the amount the fee imposed pursuant to this Section, for the value of private open space within the development which is usable for active recreational uses, provided that the following standards are met:

Turf Playfield	1.00 - 3.00
Swimming Pool (42' x 75')	
with adjacent deck and lawn area	.25 - .50
Recreational Center Building	.15 - .25
 4. Only the payment of fees shall be required in subdivisions containing fifty (50) parcels or less.
 5. Whether land shall be dedicated or fees paid or both in subdivisions containing more than fifty (50) parcels shall be determined by the City Council.
- D. When a fee is required to be paid in lieu of park land dedication, the amount of the fee shall be based upon the average estimated fair market value of the land which would otherwise be required to be dedicated. The fair market value shall be as determined by prevailing market rates at the time of final map or parcel map approval. If the subdivider and the City do not agree on the fair market value of the property, the value shall be determined by a qualified real estate appraiser. All cost to obtain such appraisal shall be borne by the subdivider.
- E. The fees paid in lieu of the dedication of property shall be used only for the purpose of providing park or recreational facilities reasonably related to serving the subdivision by way of the purchase of necessary land, or, the improving of City land for park and recreational purposes consistent with State law. Said fee shall be committed within five (5) years after payment or the issuance of building permits on one half of the lots created by the subdivision, whichever occurs later. If the fees are not committed, they, without any deductions, shall be distributed and paid to the then record owners of the subdivision in the same proportion that the size of their lot bears to the total area of all lots within the subdivision.
- (Ordinance 757, 11-25-86)

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

Service charges shall be the sum of a collection charge and a treatment charge determined as follows:

1. Collection

- | | | |
|--|----------|---|
| a. Residential Customers (single-family and multi-family): | \$242.29 | per dwelling unit per year. |
| Flow Charge Low Strength: | \$3.19 | per hundred cubic feed (hcf) of
estimated annual wastewater
discharge |
| b. Commercial Customers | \$242.29 | |
| Flow Charge Low Strength: | \$3.19 | per hundred cubic feed (hcf) of |
| Flow Charge High Strength: | \$6.21 | estimated annual wastewater
discharge |

2. Treatment

- | | | |
|--|----------|---|
| a. Residential Customers (single-family and multi-family): | \$108.36 | per dwelling unit per year. |
| Flow Charge Low Strength: | \$1.55 | per hundred cubic feed (hcf) of
estimated annual wastewater
discharge |
| b. Commercial Customers | \$108.36 | |
| Flow Charge Low Strength: | \$1.55 | per hundred cubic feed (hcf) of |
| Flow Charge High Strength: | \$3.02 | estimated annual wastewater
discharge |

Notes:

- * Annual wastewater discharge for a sewer connection will be estimated as twelve times the estimated monthly winter water use at the location served by the connection.
- * The winter water use for a location will be estimated as the average of the meter readings provided by the Mid-Peninsula Water District for the December through March period from the second year prior to the year for which charges are calculated. If December through March readings are not available for that year, but are available for the December through March period from the year prior to the year for which the charges are calculated, then the later readings shall be used for the average.
- * If December through March readings are not available for a residential connection (as when a connection is established after the most recent December), then annual wastewater discharge will be estimated based on an estimated monthly winter water use of 8 hcf.
- * For non-residential connections, if December through March readings are not available, or, where in the determination of the Director of Finance, the type of business using the commercial connection has changed such that prior readings cannot accurately predict future wastewater discharge, annual wastewater discharge will be estimated by the Director of Finance based upon his or her best estimation based upon the type of use of the connection, but in no event shall the estimated flow in such case be less than half of the average estimated flow for all commercial connections in the City during the prior year.
- * Sewer charges will be billed on the San Mateo County tax rolls with a pass-through charge to the ratepayer of \$1.35 per parcel to cover county fees related to collecting the sewer charges on the tax roll.
- * The \$245.40 standby charge for parcels that are undeveloped and not currently using sewer service or being charged a sewer service charge will continue unchanged.

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

Connection Fee:

Residential Use - including but not limited to:

1. Single family dwellings, duplex and multiple family dwellings apartments and multiple dwelling structures used for human inhabitation, per living unit.	<i>Belmont System Component</i>	\$9,889.11
	<i>SBSA Treatment Component</i>	\$2,135.70
	Total Fee	\$12,024.81

2. Non Residential Use

Occupancies where the calculated flow to the sanitary sewer is less than 270 gallons per day, per connection.	<i>Belmont System Component</i>	\$9,889.11	270 GPD per City ordinance
	<i>SBSA Treatment Component</i>	\$2,135.70	
	Total Fee	\$12,024.81	

Occupancies where the calculated flow to the sanitary sewer is greater than 270 gallons per day, per connection.	<i>Belmont System Component</i>	\$9,889.11	270 GPD per City ordinance
	<i>plus</i>	\$36.63	(Vi-270)
	<i>SBSA Treatment Component</i>	\$2,135.70	
	<i>plus</i>	\$7.91	(Vi-270)
	Total Fee	\$12,024.81	
	plus	\$44.54	(Vi-270)

Where:

Vi = Volume of waste water in gallons per day to be discharged from the nonresidential use.

270 GPD is the maximum flow, per City ordinance, not subject to the additional fee

Sewer Lateral Certificate Application Review Fee: **\$150.00**

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Solid Waste Service Rates

Effective 1/1/14

Residential Service

Progressive Rates, 1x per week garbage service - Quarterly Rate

Number of Cans	Typical Service Subscriptions	Rate
1	20 gallon	\$21.61
1	32 gallon	\$35.79
1	64 gallon	\$78.86
1	96 gallon	\$127.49

Commercial Can Service

Progressive Rates, Frequency Surcharges - Service 1 to 7 times per week - Monthly Rate

Pickup Frequency	Volume (gallons)	Rate
1 x weekly	20	\$39.05
2 x weekly	20	\$80.33
3 x weekly	20	\$119.59
1 x weekly	32	\$43.38
2 x weekly	32	\$89.27
3 x weekly	32	\$132.88
1 x weekly	64	\$83.87
2 x weekly	64	\$169.21
3 x weekly	64	\$256.72
1 x weekly	96	\$121.21
2 x weekly	96	\$248.27
3 x weekly	96	\$376.76

Commercial Bins

Progressive Rates, Frequency Surcharges - Service 1 to 3 times per week - Monthly Rate

Pickup Frequency	Volume (yards)	Rate
1 x weekly	1	\$203.38
2 x weekly	1	\$414.06
1 x weekly	2	\$409.10
2 x weekly	2	\$824.91
3 x weekly	2	\$1,244.65
1 x weekly	3	\$617.00
2 x weekly	3	\$1,241.44
3 x weekly	3	\$1,869.52

Garbage Compactors

Per Yard Pulled Monthly	1	\$114.35
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Visit www.belmont.gov for Complete Schedule.

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

- | | |
|---|---|
| 1. Single Family | |
| Under one acre | \$30.00 |
| Over one acre | \$30.00 x acreage |
| 2. Institutional | \$30.00 per acre |
| 3. Condominium | \$30.00 per unit |
| 4. Multi-Family | \$30.00 times 2/3 times Number of units |
| 5. Commercial | \$30.00 times 20 times Number of Acres |
| 6. Undeveloped | \$30.00 times Number of Acres |
| 7. Additional County Transaction Fee | \$1.35 per Parcel |

**CITY OF BELMONT
MASTER REVENUE SCHEDULE**

The Finance Director has the authority to charge actual costs incurred including time, materials, and overhead if a fee does not approximate actual costs incurred.

RESOLUTION NO. 2014-

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT MAKING FISCAL YEAR 2014-2015 AMENDMENTS TO THE MASTER REVENUE SCHEDULE

WHEREAS, the Board of Directors for the Belmont Fire Protection District has determined the need to charge fees for services of the District; and,

WHEREAS, the District periodically reviews its fee schedules in order to ensure that fees are a reasonable estimate of the District's cost of providing certain services to those who pay the fees; and,

WHEREAS, staff reviewed and updated the Master Revenue Schedule to ensure that an appropriate fee is charged by reflecting one of the following adjustments:

Type	Description	Amount
CPI	To reflect general increase in cost of service	Greater than or equal to 2.6 %
Hourly Rate	To reflect increase or decrease in productive hourly rates for service provided	Various
Markup	To reflect increase or decrease in markup for staff time and related costs to manage consultant work	No change
Level of Effort	To reflect increase or decrease in level of effort to complete one unit of service	Various

WHEREAS, the Board desires to have all fees located in one document; and,

WHEREAS, the Board held a public hearing on June 10, 2014 and heard all objections or protests on the proposed fees; and,

WHEREAS, the City Clerk caused notice of the hearing to be published once a week for two weeks in a newspaper of general circulation in the City of Belmont, and the hearing was held at least 14 days after the first publication.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

SECTION 1. The proposed Fiscal Year 2014 – 2015 additions and amendments to the existing Belmont Fire Protection District fees, rates, fines, and other charges shown on Exhibit A are adopted.

SECTION 2. The District Manager is authorized and directed to include the fees adopted by the Belmont Fire Protection District in the City of Belmont's Master Revenue Schedule, and to organize and format the fees as he determines reasonably necessary to reflect the current fees, rates, fines, and other charges previously adopted by the Board, and to incorporate the amendments adopted herein.

* * *

ADOPTED June 10, 2014, by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

Board Attorney

**BELMONT FIRE PROTECTION DISTRICT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

DOCUMENTS

Incident Reports	\$	15.00	per incident
	\$	0.25	per page thereafter
Publications and various reproductions		Actual Cost	
Photocopies	\$	0.25	per page
Fire Search (Providing Research, Reports, etc.)	\$	78.69	first ½ hour
	\$	78.69	every ½ hour thereafter

FIRE BOARD

Appeals to the Fire Board	\$	60.00
Audio CD-ROM/DVD of Board Meeting *	\$	20.00

RETURNED CHECK FEE

Returned Check Fee		
First returned check	\$	25.00
Subsequent checks	\$	35.00

FINANCE

Financial Statement	\$	37.86	Actual Cost
Budget, Bound Copy	\$	44.17	Actual Cost

** Fee may be waived for elected/appointed officials who are unable to attend related meeting.*

**BELMONT FIRE PROTECTION DISTRICT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

Staff Time Consultation	\$241.00	\$250.00	per hour billed in
per hour billed in ¼ hour increments			¼ hour
	\$91.98	\$94.37	increments
Engine	\$102.20	\$104.86	
Truck	\$153.30	\$157.29	
Utility Vehicle	\$76.65	\$78.64	

**BELMONT FIRE PROTECTION DISTRICT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

	CYCLE	Current	Proposed
State of California Mandated Annual Fire Inspection			
Group A, Assembly related occupancies (50 or more persons)	Annual	\$197.00	\$197.00
Group E, Education Occupancies (Public)	Annual	No Charge	No Charge
Group E, Education Occupancies (Private)	Annual	\$231.00 plus \$77.00 for	\$ 231.00 plus \$77 for each building over two
Multiple Story Commercial Building over Four Stories (Public Areas Only)	Annual	\$308.00	\$308.00
High Rise Building (Over 75 feet in height)	Annual	\$308.00	\$308.00
Shopping Center, Business Center or Storage Center over 6 units (Public Areas Only)	Annual	\$308.00	\$308.00
Apartment, Hotel, Motel, Condominium/Townhouse, Apartment Building:	Annual		
10 or fewer units		\$201.33	\$201.33
11 to 25 units		\$236.08	\$236.08
26 or greater units		\$314.78	\$314.78
California Fire Code			
Annual Operational Permits and Other Community Risk Occupancies that Require Inspection			
Pre-Inspection Residential Care and Day Care Facilities	Single Inspection	\$197.00	
Residential Care and Day Care Facilities	Annual	\$197.00	
Aerosol Products	Annual	\$197.00	
Auto Repair Garage	Annual	\$231.00	
Auto Body & Paint	Annual		\$231.00
Automobile Wrecking/Junk Yard	Annual	\$197.00	
Business/Office Use	Annual		\$197.00
Candles/Open Flame in Assembly Areas	Annual	\$197.00	
Christmas Tree Lots	Single Inspection	\$197.00	
Compressed Gases	Annual	\$231.00	
Cryogenes	Annual	\$231.00	
Display of any liquid/gas fueled equipment	Annual	\$231.00	
Dry Cleaning Plants	Annual	\$197.00	
Dust Producing Operations	Annual	\$231.00	
Explosives or Blasting Agents	Annual	\$300.00	
Fire Alarm	Annual	\$197.00	
Class 1 - More than 5 gallons inside; more than 10 gallons outside	Annual	\$231.00	
Class 2 - More than 25 gallons inside; more than 60 gallons outside	Annual	\$231.00	
High Piled Combustible Storage	Annual	\$197.00	
Lumber Yards (greater than 100,000 board feet)	Annual	\$197.00	
Mall, Covered	Annual	\$197.00	
Temporary Use as a Place of Assembly	Annual	\$231.00	
Use of an Open flame or Flame Producing devices	Annual	\$231.00	
Oil and Natural Gas Wells	Annual	\$231.00	
Refrigeration Equipment	Annual	\$197.00	
Spraying or Dipping Operations	Annual	\$231.00	
Tire Recapping	Annual	\$197.00	
Waste Material Handling Plant	Annual	\$231.00	
Welding and Cutting Operations ("Hotwork" as defined in CFC)	Annual	\$231.00	
All Other Operational Permits as Defined in the CFC	Annual	\$197.00	

**BELMONT FIRE PROTECTION DISTRICT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

DEVELOPMENT SERVICE PLAN CHECK

Building or Planning Plan Check	\$	281.84
Inspection Prior to Final Approval for Construction Projects	\$	201.33

SPECIALIZED PERMITS AND SPECIFIC COST RECOVERY FEE*(Includes inspections and False Alarm Fee)***Fire Alarm Systems**

Plan Check	\$	647.81
Permit for monitoring systems	\$	201.33
Permit for manual systems	\$	201.33
Permit for automatic systems	\$	294.46
Permit for combination systems	\$	394.36

False Alarm Fee	\$	630.98
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Fire alarm systems that suffer persistent electrical, mechanical, or malicious false alarms are subject to the assessment of False Alarm Fees. Persistent, as used in the above sentence and hereforth, shall be defined as "two or more activations within any 90 day period".

Persistent false alarms are subject to fees being assessed at the discretion of the Fire Chief/Fire Marshal and/or the Board of Fire Directors. The fee for false alarm beginning after the second shall be \$630.98, and an additional \$630.98 for each subsequent false alarm thereafter. The owner or operator of the fire alarm system shall be responsible for payment of any fees assessed.

- 1) More than two reported ringing alarms at a building site which requires a response assignment in a 90-day cycle, in which the system was activated maliciously. Person or persons responsible for the malicious activation will be billed.
- 2) Reported alarm activation(s) in which the system has continually malfunctioned, or is in disrepair, and a response assignment was dispatched in a 90-day cycle.

SPRINKLER SYSTEMS & SPECIAL SYSTEMS**One or Two Family Dwelling Fire Sprinkler System (NFPA 13D)**

Plan Check	\$	647.81
Permit	\$	201.33

Fire Protection Underground PRIVATE (NFPA 24)

Plan Check	\$	630.98
Permit without a Fire Pump	\$	201.33
Permit with a Fire Pump	\$	299.72

Residential or Commercial Fire Sprinkler System (NFPA 13 or 13R)

Plan Check	\$	647.81
Permit - Single Story (includes T.I.)	\$	299.72
Permit - Multi-Story	\$	394.36
Plus Number of Risers over One	\$	226.10 per riser
Plus Number of Floors - in excess of one	\$	226.10 per floor

Fixed Extinguishing Systems

**BELMONT FIRE PROTECTION DISTRICT
MASTER REVENUE SCHEDULE**

	Effective 7/1/14	
Plan Check	\$ 299.72	
Permit	\$ 201.33	
Standpipe Systems NFPA 14		
Plan Check	\$ 299.72	
Permit	\$ 201.33	
Tanks - Above or Underground		
Plan Review	\$ 299.72] plus \$100 each additional tank over two
Permit	\$ 299.72	
Hazardous Materials Storage and Systems Including Flammable and Combustible Liquids		
Storage Location or Process System Plan Review	\$ 299.72	
Storage Location or Process System Permit	\$ 299.72	
Propane Tank Installation/Storage of Portable Tanks		
Propane Tank Installation Plan Review	\$ 299.72	
Propane Tank Installation Permit	\$ 299.72	
Permit	\$ 199.81	
High Piled Storage Solid Pile and Rack Storage as Prescribed in the CFC		
Storage Location or Process System Plan Review	\$ 299.72	
Storage Location or Process System Permit	\$ 299.72	
Paint or Spray Booths		
Paint or Spray Booth Plan Review	\$ 299.72	
Paint or Spray Booth Permit	\$ 299.72	
Repair of Existing Systems-Fire Sprinkler, Alarm or Underground		
Like-for-Like exchange of parts only (excluding Fire Alarm Control Panel)		
Plan Review	\$ 201.33	
Permit	\$ 201.33	
Repetitive Plan Check		
For 3rd and each subsequent re-submittal without correction or response (Discretionary fee)	\$ 109.90	
Additional Inspection Fees *		
<i>*All additional Inspection Fees are Due Prior to Final Sign-Off</i>		
Outside of normal Inspection Hours: Minimum 2 hr Charge	\$ 399.62	
Re-Inspection Fees for 3rd inspection and each subsequent Re-Inspection (Discretionary Fee)	\$ 109.90	
Haunted House/Holiday Display		
Haunted House/Holiday Plan Review	\$ 201.33	
Haunted House/Holiday Inspection	\$ 201.33	
Carnivals, Fairs and Other Special Events	\$ 201.33	
Carnivals, Fairs and Other Special Events (2 hour minimum; ½ hour increments thereafter)	\$ 201.33	per hour

XX. CONSTRUCTION INSPECTION PLAN CHECK AND FEES**BELMONT FIRE PROTECTION DISTRICT
MASTER REVENUE SCHEDULE**

		Effective 7/1/14	
Automotive Wrecking/Junk Yard-Plan Check			
Automotive Wrecking/Junk Yard Plan Review	\$	273.90	
Automotive Wrecking/Junk Yard Inspection	\$	273.90	
 Code Violations-Per Infraction, Once Cited Each Day Considered a Separate Violation			
Failure to Correct Documented Violation after re-inspection	\$	78.69	each violation
 Investigation of Construction Without Permit <i>(Actual Time - One Hour Minimum)</i>			
Investigation and Processing of Work Begun Without Permit	\$	201.33	
	\$	99.90	each ½ hour thereafter
 New Business License			
Inspection of New Business Location or Owner	\$	201.33	Site visit
 License Occupancy Inspection Residential Care Facility, Day Care Facility			
Inspection of New License or Owner	\$	201.33	Site visit

**BELMONT FIRE PROTECTION DISTRICT
MASTER REVENUE SCHEDULE**

Effective 7/1/14

CYCLE

Hazardous Material Fees (in accordance with CFC Table 105.6.20)

Dispense, Use and Handling 1-5 Chemicals	Annual	\$	274.92
Dispense, Use and Handling each additional 5 chemicals	Annual	\$	164.54
Storage 1-5 Chemicals	Annual	\$	219.73

**BELMONT FIRE PROTECTION DISTRICT
MASTER REVENUE SCHEDULE**

The Finance Director has the authority to charge actual cost incurred including time, material, and overhead if a fee does not approximate actual cost incurred.

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ESTABLISHING THE ANNUAL SPECIAL TAX FOR COMMUNITY FACILITIES DISTRICT NO. 2000-1 (LIBRARY PROJECT) FOR FISCAL YEAR 2014-2015 AND REQUESTING THAT THE COUNTY OF SAN MATEO COLLECT THE SPECIAL TAX ON THE REAL ESTATE TAX ROLLS

WHEREAS, the City Council of the City of Belmont, California (hereinafter referred to as the “legislative body”), has initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors relating to the levy of a special tax in a community facilities district, as authorized pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act 1982,” being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California. This Community Facilities District is designated as Community Facilities District No. 2000-1 (Library Project), hereinafter referred to as the “Community Facilities District”; and,

WHEREAS, this legislative body, by Ordinance as authorized by Government Code Section 53340, has authorized the levy of a special tax to pay for costs and expenses related to said Community Facilities District, and this legislative body is desirous to establish the specific rate of the special tax to be collected for the fiscal year; and,

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The above is true and correct and adopted as findings.

SECTION 2. The specific rate and amount of the special tax for each Taxable Property (as such term is defined in the Rate and Method of Apportionment of Special Tax applicable to the Community Facilities District) is to be collected to pay for the costs and expenses for Fiscal Year 2014 – 2015.

SECTION 3. The rate as set forth in Section 2 above does not exceed the amount as previously authorized by Ordinance of this legislative body, and is not in excess of that as previously approved by the qualified electors of the Community Facilities District.

SECTION 4. The proceeds of the special tax shall be used to pay, in whole or in part, the costs and expenses of authorized “library project”; construction of a new City library located in the City, the necessary equipment and facilities required to relocate the existing library to the new location, and improvements to the park area adjacent to the library.

SECTION 5. The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected, and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the Tax Collector is hereby authorized to include reasonable administrative costs incurred in collected any said tax.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Report from Finance Commission Budget Team

BUDGET REVIEW AND RECOMMENDATIONS FOR FY 2015 BUDGET

May 29, 2014

Honorable Mayor and Council Members:

Summary of Budget Team Recommendations

- 1) Continue to pursue the development of a downtown shopping district.
- 2) Pursue a resolution of the infrastructure repair and upgrade funding issues.
- 3) Continue to increase the General Fund reserve balance, beyond the previous \$5 million goal.
- 4) Continue to partner with neighboring cities to share administrative and training duties.
- 5) Resolve the Ralston Corridor congestion issues.
- 6) Continue to explore ways to make more efficient use of Barrett Community Center.
- 7) Establish a "Go Green" philosophy in the City.

The Finance Commission established a Budget Team to provide an independent review of the City's budgeting processes, as well as revenue and expenditure estimates and projections, in order to determine if the City is in good financial health and is maintaining control over budgeted activities.

The Finance Commission determined that Commission Chair Ashby and Vice Chair Callagy would work together as a "Budget Team" with staff to review the preliminary FY 2015 Budget and to provide recommendations based on their review. This is a practical means for the Commission to collaborate with staff to provide a meaningful review of the City of Belmont's Budget. By effectively carrying out its functions and responsibilities, the Budget Team helps to adhere to a broader review of the Budget on behalf of the Commission, and ensure that questions and recommendations brought to staff and circulated to Council are productive, meaningful and constructive in facilitating a better overall understanding of the Budget document for all Budget readers.

The City's Budget is a complex document containing a tremendous amount of information. The budget sets forth the basic spending policy of the City Council. It also indicates what services and service levels the City Council has determined are to be delivered, what capital improvements to public facilities are to be made, what objectives the organization is expected to accomplish, and

what performance standards and measures are to be used to judge both the quality and the quantity of services delivered.

The Budget prepared by the staff operates under a set of policies and a traditional budget process, which guide the development of the Budget document. As discussed above, the Budget Team has been working directly with staff and reports back to the Finance Commission, who then makes a recommendation to Council.

Budget Team has met with City staff, analyzed the Budget at the line item level, asked questions of staff and evaluated responses in order to reach the opinion that the Budget has been fairly presented and coincides with the City's budgetary policies, to the extent such a determination can be made solely on the basis of such conversations and analysis. The Budget Team also determined the Budget was comprehensive and adequately disclosed the financial resources and plan for service and operations for the City.

The Budget Team finds the FY 2015 Budget to be sound and the financial results presented therein represent substantial improvement over the last few years. The issue is to anticipate and prepare for the future; therefore, the Budget Team makes the following recommendations, which were summarized above:

1. The City should continue to pursue the development of a downtown shopping district, to draw shoppers to downtown Belmont, to drive revenues.
2. The Council should pursue a resolution of the infrastructure repair and upgrade funding needs through a future ballot measure.
3. We recommend increasing the General Fund reserve balance, beyond the previous \$5 million goal. The revised goal should target 33% of operating expenditures, or \$6.5 million.
4. The City should continue to partner with neighboring cities to share administrative and training duties, in order to reduce police and fire costs.
5. The Council should resolve the Ralston Corridor congestion issues to make Ralston Avenue a safe and efficient thoroughfare for auto, pedestrian, and bicycle traffic, as a way of resolving concerns about future infrastructure budget impacts.
6. Staff should continue to explore ways to make more efficient use of Barrett Community Center, and lower ongoing costs.
7. The Council should establish a "Go Green" philosophy in the City, to always look for opportunities to be more ecologically conscious in our daily activities, for potential cost savings (i.e. Fleet, Recycled Material, less paper use).

The Finance Commission has received the Budget Team's report. Understanding their personal responsibility as a Commission, which reports directly to Council, as well as the duty to exercise

an appropriate degree of professional skepticism, the Finance Commission reviewed the Budget Team's report and discussed further questions and observations of their own with the Budget Team and staff, the essence of which is reflected in the draft minutes of the Commission's May 29th Special Meeting.

As prescribed by policy, the Finance Commission directed the Budget Team to transmit this report to the Council on behalf of the Finance Commission. By doing so, it is recommending adoption of the FY 2015 Budget. Furthermore, in performing this function, the Finance Commission has discharged its duties and met its responsibilities in this capacity.

The Budget Team wishes to express its appreciation to the City's Management, and in particular, Deputy Finance Director Brooke Lazzari, for the information they have provided for us to compile this report.

Lastly, the Budget Team and the entire Finance Commission stand ready to answer any questions in regard to this report.

Respectfully submitted,

Richard Ashby
Finance Commission Budget Team Chair



STAFF REPORT

Meeting Date: June 10, 2014

Agenda Item # 10-A

Agency: Belmont Fire Protection District

Staff Contact: Michael Gaffney, Belmont Fire Protection District, (650) 595-7483 mgaffney@belmont.gov
Mark Nolfi, Building Official, City of Belmont, (650) 595-7450
mnolfi@belmont.gov

Agenda Title: Introduction of an Ordinance of the Belmont Fire Protection District Establishing the Wildland-Urban Interface (WUI) Area and Designating the San Juan Canyon and portions of the Western Hills as Very High Fire Hazard Severity Zones

Agenda Action: Introduction of Ordinance

Recommendation

Staff recommends the Board of Directors introduce the Ordinance establishing the Wildland-Urban Interface (WUI) and designating a Very High Fire Hazard Severity Zone (VHFHSZ) for the San Juan Canyon and portions of the Western Hills.

Background

Wildland-Urban Interface (WUI) areas are defined by the close proximity of buildings and other structures to open space that is heavily vegetated and often situated on steep terrain; these conditions pose a significant challenge for firefighters in the event of a wildfire.

There are two geographical areas within Belmont that can be characterized as WUI; the canyons common to the Western Hills and the San Juan Canyon. In these locations, many homes are located immediately adjacent to open space that includes the physical features found in WUI areas. The canyons of the Western Hills have been designated as a Very High Fire Hazard Severity Zone (VHFHSZ) by the California Department of Forestry and Fire Protection (formerly CDF now CAL Fire), while the San Juan Canyon has not.

The consequence of a WUI designation involve the requirements to use certain building materials and construction practices that are resistant to fire, and to establish a defensible space between the heavy vegetation found in these areas and structures. Staff is proposing a VHFHSZ designation for portions of the San Juan Canyon and isolated areas in the Western Hills. This action will provide consistency among the WUI areas in Belmont.

Analysis

Following the devastating Oakland Hills Fire in 1991, the California Legislature passed Government Code 51175-89, which directed CAL Fire to map areas of significant fire hazards based on fuels, terrain, weather, and other relevant factors. These zones are referred to as Fire Hazard Severity Zones (FHSZ). CAL Fire was also tasked with devising applications of various mitigation strategies to reduce the risk associated with wildland fires.

CAL Fire divided these zones into two designations; state responsibility areas (SRA) and local responsibility areas (LRA). Property owners in portions of the LRA that are designated very high fire hazard severity zones are required to comply with the vegetation management and defensible space requirements set forth in Government Code Section 51182; these requirements are similar to those already established by the Belmont Fire Protection District. Buildings and structures in the LRA are also required to comply with the requirements found in Chapter 7A of the California Building Code (see attachment D). The Western Hills are located in the LRA and the San Juan Canyon is not.

Staff believes that CAL Fire did not include the San Juan Canyon in the LRA due to a lack of familiarity with local geography, rather than significant differences between the two subject areas. In fact, the fuel and topography of the two areas are nearly identical and represent similar challenges in the event of a wildland fire.

Under Government Code Section 51179, a fire protection district may amend CAL Fire's maps and designate areas within the Belmont Fire Protection District's sphere of influence as a very high fire hazard severity zone. The Board may make this decision based on evidence that the vegetation management and defensible space requirements of Government Code Section 51182 are necessary for effective fire protection within the areas. Staff believes the designation of portions of the San Juan Canyon as a VHFHSZ is appropriate given the physical similarities to the Western Hills.

Attachment B is a map of the HRO1 and HRO2 zoning districts; this map includes a border that represents the required 100 feet of defensible space. Staff is recommending that properties located within this border would be included in the VHFHSZ. Additionally, properties that abut open space, but are located in the R-1B zone of the San Juan Canyon should also be included.

Attachment C is a map of the Western Hills and the VHFHSZ as designated by CAL Fire. For unknown reasons, small isolated areas were left out of the fire zone. Staff believes that this is an oversight or technical oddity, rather than the result of analysis of the vegetation and terrain. In fact, these properties are at equal risk as their immediate neighbors. Staff is recommending that these areas also be included in the VHFHSZ.

The Western Hills is predominately built-out; there has been one new home constructed in this area since the mapping was implemented (2612 Hallmark Drive). This residence was constructed in compliance with Chapter 7A of the CBC and features building materials and construction practices that are resistant to fire. For all of the existing property owners—and now for 2612 Hallmark Drive—the responsibilities under the VHFHSZ designation are maintaining a defensible space.

Similarly, if the Board directs staff to craft an ordinance that extends the VHFHSZ to the San Juan Canyon, the impacts will be on new construction (as outlined above) and vegetation maintenance for the existing property owners. Given the climatic conditions that exist and the nature of the open space topography, staff recommends a VHFHSZ designation for the areas indicated.

Alternatives

1. Take No Action.
2. Refer back to staff for further review.

Attachments

- A. Ordinance
- B. Map showing the proposed areas in the San Juan Canyon for designation as a Very High Fire Hazard Severity Zones
- C. Map showing existing and proposed areas for inclusion in the designation as a Very High Fire Hazard Severity Zones
- D. Chapter 7A of the California Building Code

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed: _____

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☒ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

ORDINANCE NO. _____

AN ORDINANCE OF THE BELMONT FIRE PROTECTION DISTRICT DESIGNATING VERY HIGH FIRE HAZARD SEVERITY ZONES AND ESTABLISHING THE WILDLAND-URBAN INTERFACE FIRE AREA

WHEREAS, the Director of the Department of Forestry and Fire Protection for the State of California has in accordance with Government Code Section 51178 designated some lands within the territorial limits of the Belmont Fire Protection District as “high fire hazard severity zones” and other lands as “very high fire hazard severity zones”; and,

WHEREAS, only those lands designated as “very high fire hazard severity zones” are required to comply with the defensible space requirements set forth in Government Code Section 51182; and,

WHEREAS, Government Code Section 51179(c) provides that the District may, at its discretion, include areas within the jurisdiction of the District, not identified as “very high fire hazard severity zones” by the Director upon finding supported by substantial evidence in the records that the requirements of Section 51182 are necessary for effective fire protection within the area; and,

WHEREAS, under the California Building Code, the Wildland-Urban Interface Fire Area consists of lands designated by the Director as “very high fire hazard severity zones” and other areas designated by the District as at a significant risk from wildfires; and,

WHEREAS, under the California Building Code, heightened fire resistivity standards apply to building construction within the Wildland-Urban Interface Fire Area; and,

WHEREAS, the Board of Directors has determined that the application of defensible space standards set forth in Government Code Section 51182, and the application of heightened fire resistivity standards in the California Building Code for building construction within a Wildland-Urban Interface Fire Area, are necessary for effective fire protection in the areas designated by the Director as “high fire hazard severity zones”.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District does ordain as follows:

SECTION 1. TITLE.

This Ordinance shall be known as the “Wildland-Urban Interface Ordinance”.

SECTION 2. PURPOSE.

In enacting this Ordinance, the Belmont Fire Protection District designates those areas within the District limits that the Board of Directors has determined are Very High Fire Hazard Severity Zones (VHFHS Zones) under Government Code Section 51179(c). These areas define the Wildland-Urban Interface Fire Area for purposes of applying the buildings standards and other regulations contained in the California Building Standards Code as adopted and amended by the

Belmont Fire Protection District and the City of Belmont, and the defensible space requirements of Government Code Section 51182. This classification is necessary in order to allow the public officials of the District and the City to identify measures that will retard the rate of spread, and reduce the potential intensity of uncontrolled fires that threaten to destroy resources, life, or property.

SECTION 3. DESIGNATION OF VERY HIGH FIRE HAZARD SEVERITY ZONES.

(a) The areas within the territorial limits of the Belmont Fire Protection District shown on the map attached to this Ordinance as Attachment 1 are hereby designated very high fire hazard severity zones.

(b) The Board of Directors finds that the requirements of Government Code Section 51182 are necessary for effective fire protection within the areas designated by subdivision (a) based on the information provided in the staff report received, the staff presentation made, and the public hearing held on June 10, 2014.

(c) Attachment 1 to this Ordinance shall be known as the “Belmont Fire Protection District Very High Fire Hazard Severity (VHFHS) Zones Map”. The Belmont Fire Department shall maintain an official copy of the VHFHS Zones Map adopted by this ordinance, and as may be amended from time to time by ordinance adopted by the Board of Directors, in its administrative offices for public inspection during regular business hours.

SECTION 4. DESIGNATION OF WILDLAND-URBAN INTERFACE FIRE AREA.

The areas designated by subdivision (a) as VHFHS zones, together with the areas designated by the Director as VHFHS zones, shall comprise the Wildland-Urban Interface Fire Area of the Belmont Fire Protection District. The heighten fire resistivity standards set forth in the California Building Code for the exterior design and construction of new buildings with exterior wildfire exposure within a wildland-urban interface fire area shall apply in the areas specified by this Section.

SECTION 5. CEQA.

The Board of Directors finds under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment. The Board of Directors therefore directs that a Notice of Exemption be filed with the San Mateo County Clerk in accordance with the CEQA Guidelines.

SECTION 6. EFFECTIVE DATE.

This Ordinance shall take effect and will be enforced thirty (30) days after its adoption.

SECTION 7. PUBLICATION AND POSTING

The Board Secretary has caused to be published a summary of this ordinance, prepared by the Board Attorney under Government Code Section 25124, subdivision (b), once, in a newspaper of

general circulation printed and published in San Mateo County and circulated in the City of Belmont, at least five days before the date of adoption. A certified copy of the full text of the ordinance was posted in the office of the Board Secretary since at least five days before this date of adoption. Within 15 days after adoption of this ordinance, the Board Secretary shall cause the summary of this ordinance to be published again with the names of those Board members voting for and against the ordinance; and the Board Secretary shall post in the office of the Board Secretary a certified copy of the full text of this adopted ordinance with the names of those Board members voting for and against the ordinance.

* * *

The foregoing ordinance was introduced before the Board of Directors of the Belmont Fire Protection District, a special district located in San Mateo County, California, at the regular meeting of the Board held on June 10, 2014 and finally adopted at a regular meeting of the Board of Directors held on _____, 2014 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

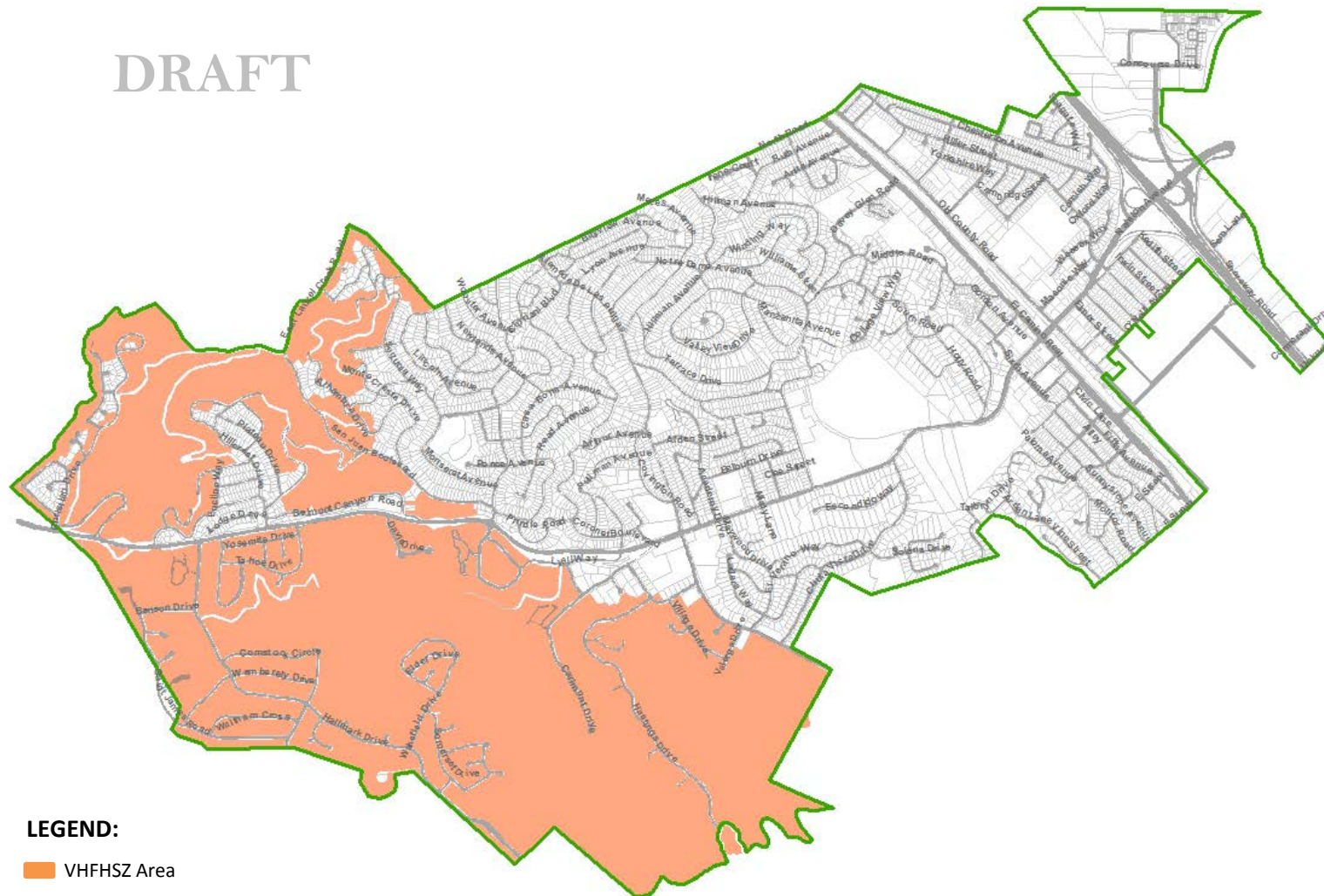
Board President

APPROVED AS TO FORM:

District Counsel

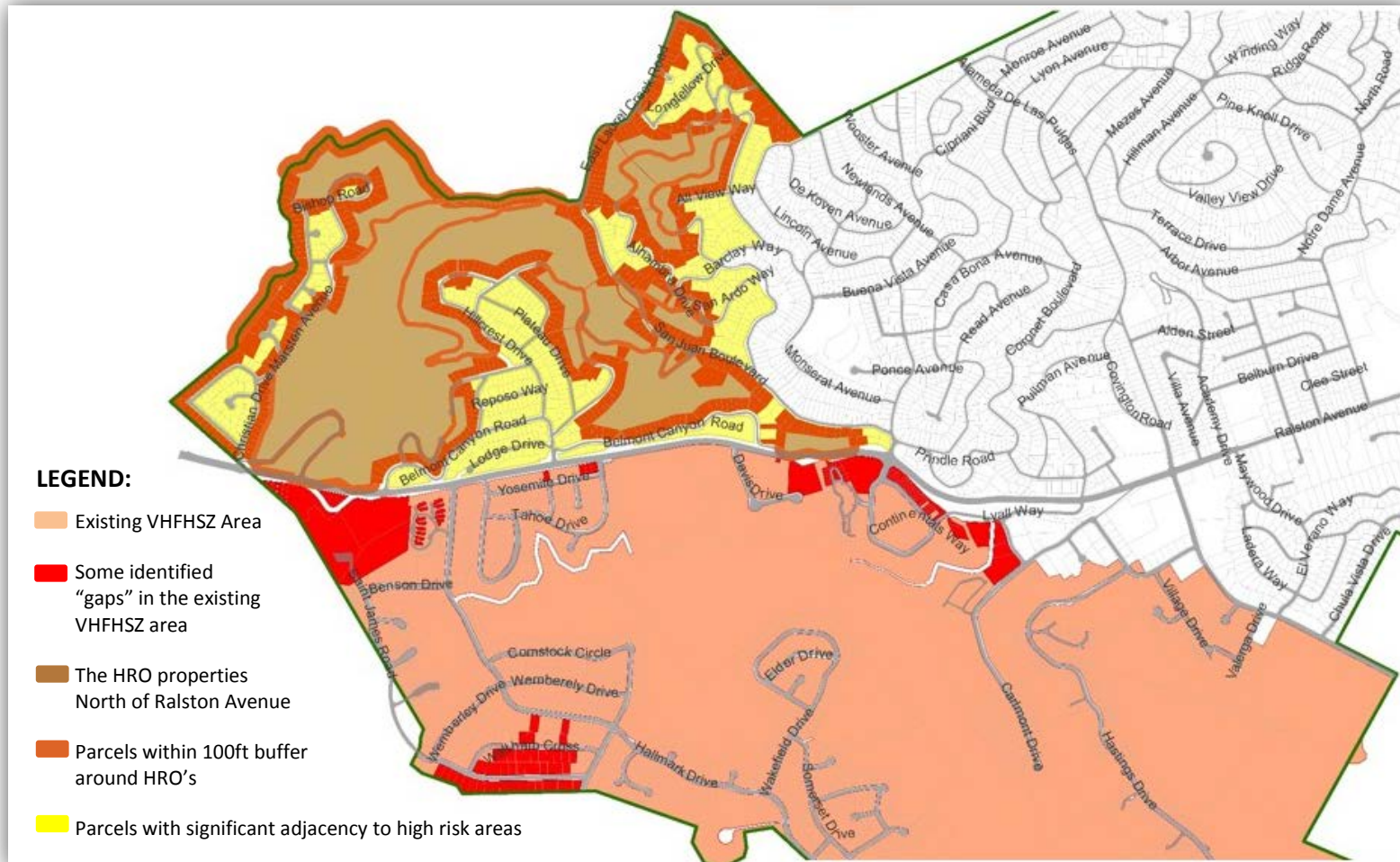
ATTACHMENT 1
Belmont Fire Protection District Very High Fire Hazard Severity (VHFHS) Zones Map

DRAFT

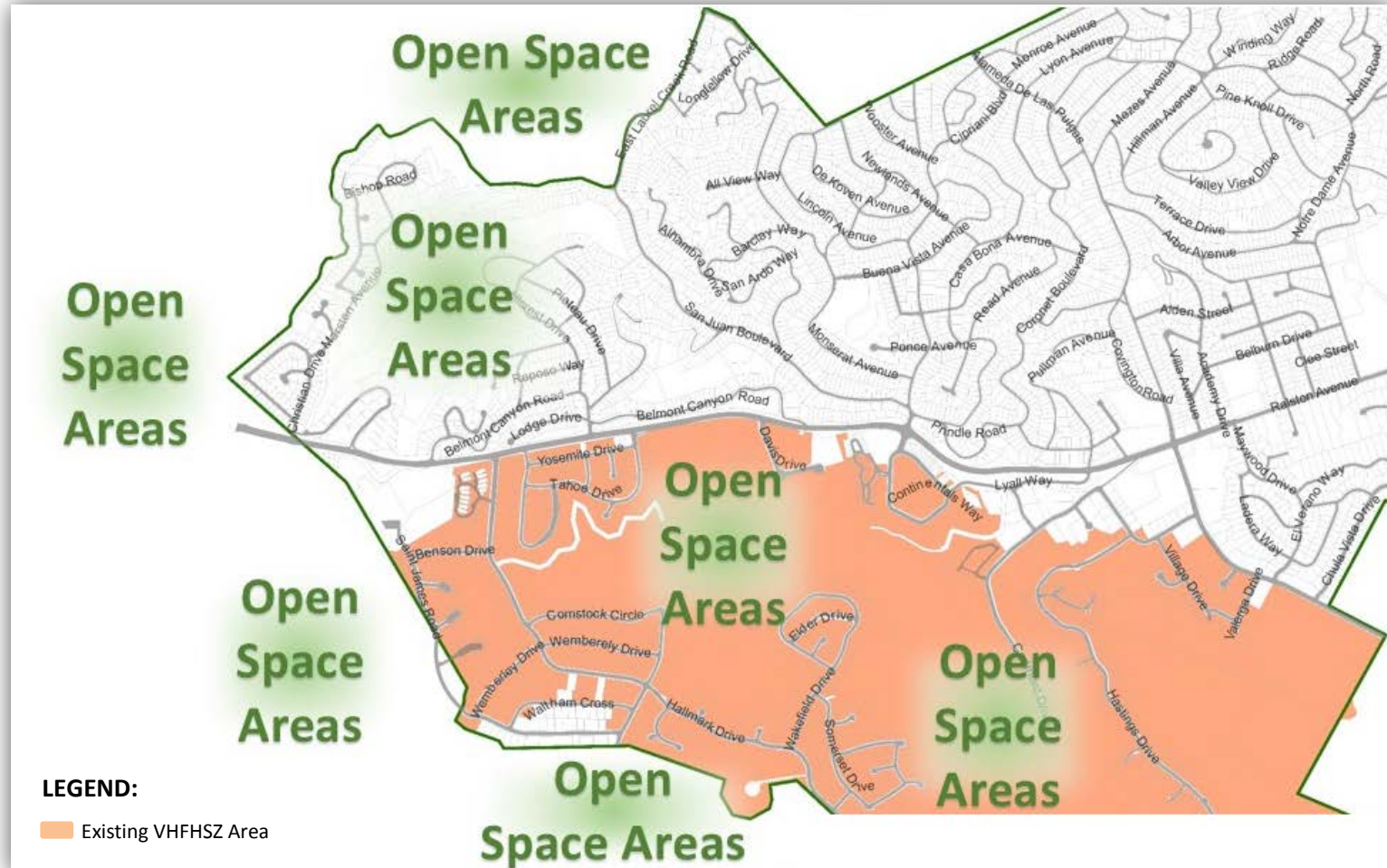


ATTACHMENT B

PROPOSED VHFHSZ AREA



EXISTING VHFHSZ AREA



CHAPTER 7A [SFM]

MATERIALS AND CONSTRUCTION METHODS FOR EXTERIOR WILDFIRE EXPOSURE

SECTION 701A SCOPE, PURPOSE AND APPLICATION

701A.1 Scope. This chapter applies to building materials, systems and/or assemblies used in the exterior design and construction of new buildings located within a Wildland-Urban Interface Fire Area as defined in Section 702A.

701A.2 Purpose. The purpose of this chapter is to establish minimum standards for the protection of life and property by increasing the ability of a building located in any Fire Hazard Severity Zone within State Responsibility Areas or any Wildland-Urban Interface Fire Area to resist the intrusion of flames or burning embers projected by a vegetation fire and contributes to a systematic reduction in conflagration losses.

701A.3 Application. New buildings located in any Fire Hazard Severity Zone or any Wildland-Urban Interface Fire Area designated by the enforcing agency constructed after the application date shall comply with the provisions of this chapter.

Exceptions:

1. Buildings of an accessory character classified as a Group U occupancy and not exceeding 120 square feet in floor area, when located at least 30 feet from an applicable building.
2. Buildings of an accessory character classified as Group U occupancy of any size located least 50 feet from an applicable building.
3. Buildings classified as a Group U Agricultural Building, as defined in Section 202 of this code (see also Appendix C – Group U Agricultural Buildings), when located at least 50 feet from an applicable building.
4. Additions to and remodels of buildings originally constructed prior to the applicable application date.

701A.3.1 Application date and where required. New buildings for which an application for a building permit is submitted on or after July 1, 2008 located in any Fire Hazard Severity Zone or Wildland Interface Fire Area shall comply with all sections of this chapter, including all of the following areas:

1. All unincorporated lands designated by the State Board of Forestry and Fire Protection as State Responsibility Area (SRA) including:
 - 1.1. Moderate Fire Hazard Severity Zones
 - 1.2. High Fire Hazard Severity Zones
 - 1.3. Very-High Fire Hazard Severity Zones
2. Land designated as Very-High Fire Hazard Severity Zone by cities and other local agencies.

3. Land designated as Wildland Interface Fire Area by cities and other local agencies.

Exceptions:

1. New buildings located in any Fire Hazard Severity Zone within State Responsibility Areas, for which an application for a building permit is submitted on or after January 1, 2008, shall comply with all sections of this chapter.
2. New buildings located in any Fire Hazard Severity Zone within State Responsibility Areas or any Wildland Interface Fire Area designated by cities and other local agencies for which an application for a building permit is submitted on or after December 1, 2005 but prior to July 1, 2008, shall only comply with the following sections of this chapter:

2.1. Section 705A – Roofing

2.2. Section 706A – Attic Ventilation

701A.4 Inspection and certification. Building permit applications and final completion approvals for buildings within the scope and application of this chapter shall comply with the following:

1. Building permit issuance. The local building official shall, prior to construction, provide the owner or applicant a certification that the building as proposed to be built complies with all applicable state and local building standards, including those for materials and construction methods for wildfire exposure as described in this chapter. Issuance of a building permit by the local building official for the proposed building shall be considered as complying with this section.
2. Building permit final. The local building official shall, upon completion of construction, provide the owner or applicant with a copy of the final inspection report that demonstrates the building was constructed in compliance with all applicable state and local building standards, including those for materials and construction methods for wildfire exposure as described in this chapter. Issuance of a certificate of occupancy by the local building official for the proposed building shall be considered as complying with this section.

701A.5 Vegetation management compliance. Prior to building permit final approval, the property shall be in compliance with the vegetation management requirements prescribed in California Fire Code Section 4906, including California Public Resources Code 4291 or California Government Code Section 51182. Acceptable methods of compliance inspection

and documentation shall be determined by the enforcing agency and may include any of the following:

1. Local, state or federal fire authority or designee authorized to enforce vegetation management requirements
2. Enforcing agency
3. Third party inspection and certification authorized to enforce vegetation management requirements
4. Property owner certification authorized by the enforcing agency

SECTION 702A DEFINITIONS

For the purposes of this chapter, certain terms are defined below:

CDF DIRECTOR means the Director of the California Department of Forestry and Fire Protection.

EXTERIOR COVERING. The exposed siding or cladding material applied to the exterior side of an exterior wall, roof eave soffit, floor projection or exposed underfloor framing.

FIRE PROTECTION PLAN is a document prepared for a specific project or development proposed for a Wildland Urban Interface Fire Area. It describes ways to minimize and mitigate potential for loss from wildfire exposure.

The Fire Protection Plan shall be in accordance with this chapter and the California Fire Code, Chapter 49. When required by the enforcing agency for the purposes of granting modifications, a fire protection plan shall be submitted. Only locally adopted ordinances that have been filed with the California Building Standards Commission or the Department of Housing and Community Development in accordance with Section 1.1.8 shall apply.

FIRE HAZARD SEVERITY ZONES are geographical areas designated pursuant to California Public Resources Code Sections 4201 through 4204 and classified as Very High, High, or Moderate in State Responsibility Areas or as Local Agency Very High Fire Hazard Severity Zones designated pursuant to California Government Code, Sections 51175 through 51189. See California Fire Code Article 86.

The California Code of Regulations, Title 14, Section 1280, entitles the maps of these geographical areas as "Maps of the Fire Hazard Severity Zones in the State Responsibility Area of California."

HEAVY TIMBER. A type of construction classification specified in Section 602. For use in this chapter, heavy timber shall be sawn lumber or glue laminated wood with the smallest minimum nominal dimension of 4 inches (102 mm). Heavy timber walls or floors shall be sawn or glue-laminated planks splined, tongue-and-groove, or set close together and well spiked.

IGNITION-RESISTANT MATERIAL. A type of building material that resists ignition or sustained flaming combustion sufficiently so as to reduce losses from wildland-urban interface conflagrations under worst-case weather and fuel conditions with wildfire exposure of burning embers and small

flames, as prescribed in Section 703A and SFM Standard 12-7A-5, Ignition-Resistant Material.

LOCAL AGENCY VERY HIGH FIRE HAZARD SEVERITY ZONE means an area designated by a local agency upon the recommendation of the CDF Director pursuant to Government Code Sections 51177(c), 51178 and 5118 that is not a state responsibility area and where a local agency, city, county, city and county, or district is responsible for fire protection.

LOG WALL CONSTRUCTION. A type of construction in which exterior walls are constructed of solid wood members and where the smallest horizontal dimension of each solid wood member is at least 6 inches (152 mm).

RAFTER TAIL. The portion of roof rafter framing in a sloping roof assembly that projects beyond and overhangs an exterior wall.

ROOF EAVE. The lower portion of a sloping roof assembly that projects beyond and overhangs an exterior wall at the lower end of the rafter tails. Roof eaves may be either "open" or "enclosed." Open roof eaves have exposed rafter tails and an unenclosed space on the underside of the roof deck. Enclosed roof eaves have a boxed-in roof eave soffit with a horizontal underside or sloping rafter tails with an exterior covering applied to the underside of the rafter tails.

ROOF EAVE SOFFIT. An enclosed boxed-in soffit under a roof eave with exterior covering material applied to the soffit framing creating a horizontal surface on the exposed underside.

STATE RESPONSIBILITY AREA means lands that are classified by the Board of Forestry pursuant to Public Resources Code Section 4125 where the financial responsibility of preventing and suppressing forest fires is primarily the responsibility of the state.

WILDFIRE is any uncontrolled fire spreading through vegetative fuels that threatens to destroy life, property, or resources as defined in Public Resources Code Sections 4103 and 4104.

WILDFIRE EXPOSURE is one or a combination of radiant heat, convective heat, direct flame contact and burning embers being projected by vegetation fire to a structure and its immediate environment.

WILDLAND-URBAN INTERFACE FIRE AREA is a geographical area identified by the state as a "Fire Hazard Severity Zone" in accordance with the Public Resources Code Sections 4201 through 4204 and Government Code Sections 51175 through 51189, or other areas designated by the enforcing agency to be at a significant risk from wildfires.

SECTION 703A STANDARDS OF QUALITY

703A.1 General. Building material, systems, assemblies and methods of construction used in this chapter shall be in accordance with Section 703A.

703A.2 Qualification by testing. Material and material assemblies tested in accordance with the requirements of

Section 703A shall be accepted for use when the results and conditions of those tests are met. Product evaluation testing of material and material assemblies shall be approved or listed by the State Fire Marshal, or identified in a current report issued by an approved agency.

703A.3 Approved agency. Product evaluation testing shall be performed by an approved agency as defined in Section 1702. The scope of accreditation for the approved agency shall include building product compliance with this code.

703A.4 Labeling. Material and material assemblies tested in accordance with the requirements of Section 703A shall bear an identification label showing the fire test results. That identification label shall be issued by a testing and/or inspecting agency approved by the State Fire Marshal.

1. Identification mark of the approved testing and/or inspecting agency
2. Contact and identification information of the manufacturer
3. Model number or identification of the product or material
4. Pre-test weathering specified in this chapter
5. Compliance standard as described under Section 703A.7

703A.5 Weathering and surface treatment protection.

703A.5.1 General. Material and material assemblies tested in accordance with the requirements of Section 703A shall maintain their fire test performance under conditions of use, when installed in accordance with the manufacturers instructions.

703A.5.2 Weathering. Fire-retardant-treated wood and fire-retardant-treated wood shingles and shakes shall meet the fire test performance requirements of this chapter after being subjected to the weathering conditions contained in the following standards, as applicable to the materials and the conditions of use.

703A.5.2.1 Fire-retardant-treated wood. Fire-retardant-treated wood shall be tested in accordance with ASTM D 2898, "Standard Practice for Accelerated Weathering of Fire-Retardant Treated Wood for Fire Testing (Method A)" and the requirements of Section 2303.2.

703A.5.2.2 Fire-retardant-treated wood shingles and shakes. Fire-retardant-treated wood shingles and shakes shall be approved and listed by the State Fire Marshal in accordance with Section 208(c), Title 19 California Code of Regulations.

703A.5.3 Surface treatment protection. The use of paints, coatings, stains or other surface treatments are not an approved method of protection as required in this chapter.

703A.6 Alternates for materials, design, tests and methods of construction. The enforcing agency is permitted to modify the provisions of this chapter for site-specific conditions in accordance with Section 1.11.2.4. When required by the enforcing agency for the purposes of granting modifications,

a fire protection plan shall be submitted in accordance with the California Fire Code, Chapter 49.

703A.7 Standards of quality. The State Fire Marshal standards for exterior wildfire exposure protection listed below and as referenced in this chapter are located in the California Referenced Standards Code, Part 12 and Chapter 35 of this code.

SFM Standard 12-7A-1, Exterior Wall Siding and Sheathing. A fire resistance test standard consisting of a 150 kW intensity direct flame exposure for a 10-minute duration.

SFM Standard 12-7A-2, Exterior Windows. A fire resistance test standard consisting of a 150 kW intensity direct flame exposure for a 8-minute duration.

SFM Standard 12-7A-3, Horizontal Projection Underside A fire resistance test standard consisting of a 300 kW intensity direct flame exposure for a 10-minute duration.

SFM Standard 12-7A-4, Decking. A two-part test consisting of a heat release rate (Part A) deck assembly combustion test with an under deck exposure of 80 kW intensity direct flame for a 3-minute duration, and a (Part B) sustained deck assembly combustion test consisting of a deck upper surface burning ember exposure with a 12 mph wind for 40 minutes using a 2.2lb (1kg) burning "Class A" size 12" x 12" x 2.25" (300 mm x 300 mm x 57 mm) roof test brand.

SFM Standard 12-7A-4A, Decking Alternate Method A. A heat release rate deck assembly combustion test with an under deck exposure of 80 kW intensity direct flame for a 3-minute duration,

SFM Standard 12-7A-5, Ignition-resistant Material. A generic building material surface burning flame spread test standard consisting of an extended 30 minute ASTM E84 or UL 723 test method as is used for fire-retardant-treated wood.

SECTION 704A

IGNITION-RESISTANT CONSTRUCTION

704A.1 General. The materials prescribed herein for ignition resistance shall conform to the requirements of this chapter.

704A.2 Ignition-resistant material. Ignition-resistant material shall be determined in accordance with the test procedures set forth in SFM Standard 12-7A-5 "Ignition-Resistant Material" or in accordance with this section.

704A.3 Alternative methods for determining ignition-resistant material. Any one of the following shall be accepted as meeting the definition of ignition-resistant material:

1. Noncombustible material. Material that complies with the definition for noncombustible materials in Section 202.
2. Fire-retardant-treated wood. Fire-retardant-treated wood identified for exterior use that complies with the requirements of Section 2303.2.
3. Fire-retardant-treated wood shingles and shakes. Fire-retardant-treated wood shingles and shakes, as defined in Section 1505.6 and listed by State Fire Marshal for

use as "Class B" roof covering, shall be accepted as an ignition-resistant wall covering material when installed over solid sheathing.

SECTION 705A ROOFING

705A.1 General. Roofs shall comply with the requirements of Chapter 7A and Chapter 15. Roofs shall have a roofing assembly installed in accordance with its listing and the manufacturer's installation instructions.

705A.2 Roof coverings. Where the roof profile allows a space between the roof covering and roof decking, the spaces shall be constructed to prevent the intrusion of flames and embers, be firestopped with approved materials or have one layer of minimum 72 pound (32.4 kg) mineral-surfaced non-perforated cap sheet complying with ASTM D 3909 installed over the combustible decking.

705A.3 Roof valleys. Where valley flashing is installed, the flashing shall be not less than 0.019-inch (0.48 mm) No. 26 gage galvanized sheet corrosion-resistant metal installed over not less than one layer of minimum 72 pound (32.4 kg) mineral-surfaced nonperforated cap sheet complying with ASTM D 3909, at least 36-inch-wide (914 mm) running the full length of the valley.

705A.4 Roof gutters. Roof gutters shall be provided with the means to prevent the accumulation of leaves and debris in the gutter.

SECTION 706A VENTS

706A.1 General. Where provided, ventilation openings for enclosed attics, enclosed eave soffit spaces, enclosed rafter spaces formed where ceilings are applied directly to the underside of roof rafters, and underfloor ventilation shall be in accordance with Section 1203 and Sections 706A.1 through 706A.3 to resist building ignition from the intrusion of burning embers and flame through the ventilation openings.

706A.2 Requirements. Ventilation openings for enclosed attics, enclosed eave soffit spaces, enclosed rafter spaces formed where ceilings are applied directly to the underside of roof rafters, and underfloor ventilation openings shall be fully covered with metal wire mesh, vents, other materials or other devices that meet the following requirements:

1. The dimensions of the openings therein shall be a minimum of $\frac{1}{16}$ -inch (1.6 mm) and shall not exceed $\frac{1}{8}$ -inch (3.2mm).
2. The materials used shall be noncombustible.

Exception: Vents located under the roof covering, along the ridge of roofs, with the exposed surface of the vent covered by noncombustible wire mesh, may be of combustible materials.

3. The materials used shall be corrosion resistant.

706A.3 Ventilation openings on the underside of eaves and cornices. Vents shall not be installed on the underside of eaves and cornices.

Exceptions:

1. The enforcing agency may accept or approve special eave and cornice vents that resist the intrusion of flame and burning embers.
2. Vents complying with the requirements of Section 706A.2 may be installed on the underside of eaves and cornices in accordance with either one of the following conditions:
 - 2.1. The attic space being ventilated is fully protected by an automatic sprinkler system installed in accordance with Section 903.3.1.1 or,
 - 2.2. The exterior wall covering and exposed underside of the eave are of noncombustible material, or ignition-resistant materials as determined in accordance with SFM Standard 12-7A-5 Ignition-Resistant Material and the vent is located more than 12 feet from the ground or walking surface of a deck, porch, patio or similar surface.

SECTION 707A EXTERIOR COVERING

707A.1 Scope. The provisions of this section shall govern the materials and construction methods used to resist building ignition and/or safeguard against the intrusion of flames resulting from small ember and short-term direct flame contact exposure.

707A.2 General. The following exterior covering materials and/or assemblies shall comply with this section:

1. Exterior wall covering material
2. Exterior wall assembly
3. Exterior exposed underside of roof eave overhangs
4. Exterior exposed underside of roof eave soffits
5. Exposed underside of exterior porch ceilings
6. Exterior exposed underside of floor projections
7. Exterior underfloor areas

Exceptions:

1. Exterior wall architectural trim, embellishments, fascias, and gutters
2. Roof or wall top cornice projections and similar assemblies
3. Roof assembly projections over gable end walls
4. Solid wood rafter tails and solid wood blocking installed between rafters having minimum dimension 2 inch (50.8 mm) nominal
5. Deck walking surfaces shall comply with Section 709A.4 only

707A.3 Exterior walls. The exterior wall covering or wall assembly shall comply with one of the following requirements:

1. Noncombustible material
2. Ignition-resistant material
3. Heavy timber exterior wall assembly
4. Log wall construction assembly
5. Wall assemblies that meet the performance criteria in accordance with the test procedures for a 10-minute direct flame contact exposure test set forth in SFM Standard 12-7A-1

Exception: Any of the following shall be deemed to meet the assembly performance criteria and intent of this section:

1. One layer of $5/8$ -inch Type X gypsum sheathing applied behind the exterior covering or cladding on the exterior side of the framing
2. The exterior portion of a 1-hour fire resistive exterior wall assembly designed for exterior fire exposure including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual

707A.3.1 Extent of exterior wall covering. Exterior wall coverings shall extend from the top of the foundation to the roof, and terminate at 2 inch (50.8 mm) nominal solid wood blocking between rafters at all roof overhangs, or in the case of enclosed eaves, terminate at the enclosure.

707A.4 Open roof eaves. The exposed roof deck on the underside of unenclosed roof eaves shall consist of one of the following:

1. Noncombustible material
2. Ignition-resistant material
3. One layer of $5/8$ -inch Type X gypsum sheathing applied behind an exterior covering on the underside exterior of the roof deck
4. The exterior portion of a 1-hour fire resistive exterior wall assembly applied to the underside of the roof deck designed for exterior fire exposure including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual

Exceptions: The following materials do not require protection:

1. Solid wood rafter tails on the exposed underside of open roof eaves having a minimum nominal dimension of 2 inch (50.8 mm)
2. Solid wood blocking installed between rafter tails on the exposed underside of open roof eaves having a minimum nominal dimension of 2 inch (50.8 mm)
3. Gable end overhangs and roof assembly projections beyond an exterior wall other than at the lower end of the rafter tails
4. Fascia and other architectural trim boards

707A.5 Enclosed roof eaves and roof eave soffits. The exposed underside of enclosed roof eaves having either a boxed-in roof eave soffit with a horizontal underside, or sloping rafter tails with an exterior covering applied to the underside of the rafter tails, shall be protected by one of the following:

1. Noncombustible material
2. Ignition-resistant material
3. One layer of $5/8$ -inch Type X gypsum sheathing applied behind an exterior covering on the underside of the rafter tails or soffit
4. The exterior portion of a 1-hour fire resistive exterior wall assembly applied to the underside of the rafter tails or soffit including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual
5. Boxed-in roof eave soffit assemblies with a horizontal underside that meet the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3

Exceptions: The following materials do not require protection:

1. Gable end overhangs and roof assembly projections beyond an exterior wall other than at the lower end of the rafter tails
2. Fascia and other architectural trim boards

707A.6 Exterior porch ceilings. The exposed underside of exterior porch ceilings shall be protected by one of the following:

1. Noncombustible material
2. Ignition-resistant material
3. One layer of $5/8$ -inch Type X gypsum sheathing applied behind the exterior covering on the underside of the ceiling
4. The exterior portion of a 1-hour fire resistive exterior wall assembly applied to the underside of the ceiling assembly including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual
5. Porch ceiling assemblies with a horizontal underside that meet the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3

Exception: Architectural trim boards.

707A.7 Floor projections. The exposed underside of a cantilevered floor projection where a floor assembly extends over an exterior wall shall be protected by one of the following:

1. Noncombustible material
2. Ignition-resistant material
3. One layer of $5/8$ -inch Type X gypsum sheathing applied behind an exterior covering on the underside of the floor projection
4. The exterior portion of a 1-hour fire resistive exterior wall assembly applied to the underside of the floor projection

jection including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual

5. The underside of a floor projection assembly that meet the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3

Exception: Architectural trim boards.

707A.8 Underfloor protection. The underfloor area of elevated or overhanging buildings shall be enclosed to grade in accordance with the requirements of this chapter or the underside of the exposed underfloor shall consist of one of the following:

1. Noncombustible material
2. Ignition-resistant material
3. One layer of $\frac{5}{8}$ -inch Type X gypsum sheathing applied behind an exterior covering on the underside of the floor projection
4. The exterior portion of a 1-hour fire resistive exterior wall assembly applied to the underside of the floor including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual
5. The underside of a floor assembly that meets the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3

Exception: Heavy timber structural columns and beams do not require protection.

707A.8 Underside of appendages. When required by the enforcing agency the underside of overhanging appendages shall be enclosed to grade in accordance with the requirements of this chapter or the underside of the exposed underfloor shall consist of one of the following:

1. Noncombustible material
2. Ignition-resistant material
3. One layer of $\frac{3}{8}$ -inch Type X gypsum sheathing applied behind an exterior covering on the underside of the floor projection
4. The exterior portion of a 1-hour fire resistive exterior wall assembly applied to the underside of the floor including assemblies using the gypsum panel and sheathing products listed in the Gypsum Association Fire Resistance Design Manual
5. The underside of a floor assembly that meets the performance criteria in accordance with the test procedures set forth in SFM Standard 12-7A-3

Exception: Heavy timber structural columns and beams do not require protection.

SECTION 708A EXTERIOR WINDOWS AND DOORS

708A.1 General.

708A.2 Exterior glazing. The following exterior glazing materials and/or assemblies shall comply with this section:

1. Exterior windows
2. Exterior glazed doors
3. Glazed openings within exterior doors
4. Glazed openings within exterior garage doors
5. Exterior structural glass veneer

708A.2.1 Exterior windows and exterior glazed door assembly requirements. Exterior windows and exterior glazed door assemblies shall comply with one of the following requirements:

1. Be constructed of multipane glazing with a minimum of one tempered pane meeting the requirements of Section 2406 Safety Glazing, or
2. Be constructed of glass block units, or
3. Have a fire-resistance rating of not less than 20 minutes when tested according to NFPA 257, or
4. Be tested to meet the performance requirements of SFM Standard 12-7A-2

708A.2.2 Structural glass veneer. The wall assembly behind structural glass veneer shall comply with Section 707A.3.

708A.3 Exterior doors. Exterior doors shall comply with one of the following:

1. The exterior surface or cladding shall be of noncombustible or ignition-resistant material, or
2. Shall be constructed of solid core wood that comply with the following requirements:
 - 2.1. Stiles and rails shall not be less than $1\frac{3}{8}$ inches thick.
 - 2.2. Raised panels shall not be less than $1\frac{1}{4}$ inches thick, except for the exterior perimeter of the raised panel that may taper to a tongue not less than $\frac{3}{8}$ inch thick.
3. Shall have a fire-resistance rating of not less than 20 minutes when tested according to NFPA 252.
4. Shall be tested to meet the performance requirements of SFM Standard 12-7A-1.

708A.3.1 Exterior door glazing. Glazing in exterior doors shall comply with Section 708A.2.1.

SECTION 709A DECKING

709A.1 General. The walking surface material of decks, porches, balconies and stairs shall comply with the requirements of this section.

709A.2 Where required. The walking surface material of decks, porches, balconies and stairs shall comply with the requirements of this section when any portion of such surface is within 10 feet (3048 mm) of the building.

709A.3 Decking Surfaces. The walking surface material of decks, porches, balconies and stairs shall be constructed with one of the following materials:

1. Ignition-resistant material that complies with the performance requirements of both SFM Standard 12-7A-4 and SFM Standard 12-7A-5.
2. Exterior fire retardant treated wood
3. Noncombustible material
4. Any material that complies with the performance requirements of SFM Standard 12-7A-4A when attached exterior wall covering is also either noncombustible or ignition-resistant material.

Exception: Wall material may be of any material that otherwise complies with this chapter when the decking surface material complies with the performance requirements ASTM E 84 with a Class B flame spread rating.

SECTION 710A ACCESSORY STRUCTURES

710A.1 General. Accessory and miscellaneous structures, other than buildings covered by Section 701A.3, which pose a significant exterior exposure hazard to applicable buildings during wildfires shall be constructed to conform to the ignition resistance requirements of this section.

710A.2 Applicability. The provisions of this section shall apply to trellises, arbors, patio covers, carports, gazebos and similar structures of an accessory or miscellaneous character.

Exceptions:

1. Decks shall comply with the requirements of Section 709A.
2. Awnings and canopies shall comply with the requirements of Section 3105.

710A.3 Where required. Accessory structures shall comply with the requirements of this section.

710A.3.1 Attached accessory structures shall comply with the requirements of this section.

710A.3.2 When required by the enforcing agency, detached accessory structures within 50 feet of an applicable building shall comply with the requirements of this section.

710A.4 Requirements. When required by the enforcing agency accessory structures shall be constructed of noncombustible or ignition-resistant materials.



STAFF REPORT

Meeting Date: June 10, 2014

Agenda Item # 11A

Agency: City of Belmont
Staff Contact: Greg Scoles, City Manager, (650) 595-7408
Agenda Title: Adoption of a Code of Ethics and Conduct for Elected and Appointed Officials
Agenda Action: Resolution

Recommendation

It is recommended that the City Council, by resolution, adopt the proposed Code of Ethics and Conduct for Elected and Appointed Officials.

Background

At the March 28th Council Priority Setting and Policy Workshop the City Council approved a list of policy modifications that they wanted to consider in order to improve the overall efficiency and effectiveness of the organization. As part of that action the Council indicated that they wanted to adopt a Code of Conduct for the Council and for Boards and Commissions that would establish performance and conduct expectations that will instill public confidence and trust in Belmont's City Government.

Analysis

The proposed Code of Ethics and Conduct for Elected and Appointed Officials contains a section on ethical standards and a section on conduct which describes the manner in which officials should treat one another, City staff, the public and others with whom they may come in contact with while representing the City. The proposed Code represents a compilation of requirements and policies taken from a variety of sources, including State law, Fair Political Practices Commission and Political Reform Act requirements, Council Workshop comments and codes of conduct from several California cities.

It is anticipated that the Code would be reviewed annually by the Council after the selection of the Mayor and Vice Mayor each year and would then be subsequently reviewed by the City's Boards and Commissions on an annual basis.

Alternatives

1. Take No Action
2. Refer to staff for further direction

Attachments

- A. Resolution
- B. Draft Code of Ethics and Conduct for Elected and Appointed Officials

Fiscal Impact

- ☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:

- ☒ Council
☐ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☒ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO. 2014-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ADOPTION OF
A CODE OF ETHICS AND CONDUCT FOR ELECTED AND APPOINTED OFFICIALS**

WHEREAS, at the March 28th Council Priority Setting and Policy Workshop the City Council approved a list of policy modifications that they wanted to consider in order to improve the overall efficiency and effectiveness of the organization; and,

WHEREAS, as part of that action the Council indicated that they wanted to adopt a Code of Conduct for the Council and for Boards and Commissions that would establish performance and conduct expectations; and,

WHEREAS, the proposed Code of Ethics and Conduct for Elected and Appointed Officials contains a section on ethical standards and a section on conduct which describes the manner in which officials should treat one another, City staff, the public and others with whom they may come in contact with while representing the City; and,

WHEREAS, the Code will be reviewed annually by the Council after the selection of the Mayor and Vice Mayor each year and then subsequently reviewed by the City's Boards and Commissions on an annual basis.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. To Adopt the 2014 Code of Ethics and Conduct for Elected and Appointed Officials.

* * *

ADOPTED June 10, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



DRAFT

**City of Belmont
2014**

**Code of Ethics and Conduct
For
Elected and Appointed Officials**

*"Always do right. This will gratify some people and
astonish the rest."*

-- Mark Twain

Policy Purpose

The Belmont City Council adopts this Code of Ethics and Conduct to assure that elected and appointed public officials conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of Belmont's City government.

A. **ETHICS**

The citizens and businesses of Belmont are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their elected and appointed public officials:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members of the City Council and of all Boards and Commissions shall conduct themselves in accordance with the following ethical standards:

1. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Belmont and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Belmont City Council, Boards and Commissions.
2. **Comply with both the spirit and the letter of the Law and City Policy.** Members shall comply with the laws of the nation, the State of California and the City of Belmont in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.
3. **Conduct of Members.** The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Boards and Commissions, the staff or public.
4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the City Council.
5. **Conduct at Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.

6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decisions where the member is called upon to determine and apply facts peculiar to an individual case), members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.
7. **Communication.** Members shall refrain from receiving information outside of an open public meeting or the agenda materials related to adjudicative matters pending before the body, except on advice of the City Attorney. Members shall publicly disclose substantive information that is relevant to a matter under consideration by the body which they may have received from sources outside of the public decision-making process.
8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, members shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have (a) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias.

A member who has a potential conflict of interest regarding a particular decision shall disclose the matter to the city attorney and reasonably cooperate with the city attorney to analyze the potential conflict. If advised by the city attorney to seek advice from the Fair Political Practices Commission (FPPC) or other appropriate state agency, a member shall not participate in a decision unless and until he or she has requested and received advice allowing the member to participate. A member shall diligently pursue obtaining such advice. The member shall provide the Mayor and the city attorney a copy of any written request or advice, and conform his or her participation to the advice given. In providing assistance to members, the city attorney represents the City and not individual members.

In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and if they have a conflict of interest regarding a particular decision, shall not once the conflict is ascertained, participate in the decision and shall not discussion or comment on the matter in any way to any person including other members unless otherwise permitted by law.

9. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
10. **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.

11. **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g., City staff time, equipment, supplies or facilities) for private gain or for personal purposes.
12. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any Board, Commission or proceeding of the City, nor shall members of Boards and Commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. **Advocacy.** Members shall represent the official policies or positions of the City Council, Board or Commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Belmont, nor will they allow the inference that they do. Councilmembers and Board and Commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, Board/Commission meetings, or other official City meetings.
14. **Policy Role of Members.** Members shall respect and adhere to the council-manager structure of Belmont City government as outlined in the Belmont City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City staff, Boards and Commissions, and the public. Except as provided by the City Code, members shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.
15. **Independence of Boards and Commissions.** Because of the value of the independent advice of Boards and Commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of Board and Commission proceedings.
16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

B. CONDUCT GUIDELINES

The Conduct Guidelines are designed to describe the manner in which Councilmembers and Board and Commission members should treat one another, City staff, constituents, and others they come into contact with while representing the City of Belmont.

1. Elected and Appointed Officials' Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to

preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

(a) *Honor the role of the chair in maintaining order*

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

(b) *Practice civility and decorum in discussions and debate*

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.

(c) *Avoid personal comments that could offend other members*

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

(d) *Demonstrate effective problem-solving approaches*

Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

2. **Elected and Appointed Officials' Conduct with the Public in Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

(a) *Be welcoming to speakers and treat them with care and gentleness.*

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

(b) *Be fair and equitable in allocating public hearing time to individual speakers.*

The chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed additional time. If many speakers are anticipated, the chair may shorten the time limit and ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

(c) *Practice active listening*

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be conscious of facial expressions, and avoid those that could be interpreted as "smirking," disbelief, anger or boredom.

(d) *Maintain an open mind*

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials. To express an opinion or pass judgment before the close of a public hearing casts doubt on a member's ability to conduct a fair review of the issue. This is particularly important when officials are making adjudicative decisions.

(e) *Ask for clarification, but avoid debate and argument with the public*

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

3. **Elected and Appointed Officials' Conduct with City Staff**

Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

(a) *Treat all staff as professionals*

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) *Do not disrupt City staff from their jobs*

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) *Never publicly criticize an individual employee*

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the city manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the city manager or the Mayor.

(d) *Do not get involved in administrative functions*

Elected and appointed officials must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

(e) *Do not solicit political support from staff*

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

4. **Council Conduct with Boards and Commissions**

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- (a) *If attending a Board or Commission meeting, be careful to only express personal opinions*
Councilmembers may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.
- (b) *Limit contact with Board and Commission members to questions of clarification*
It is inappropriate for a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact Board or Commission members in order to clarify a position taken by the Board or Commission.
- (c) *Respect that Boards and Commissions serve the community, not individual Councilmembers*
The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."
- (d) *Be respectful of diverse opinions*
A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair and respectful of all citizens serving on Boards and Commissions.
- (e) *Keep political support away from public forums*
Board and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Councilmember.
- (f) *No Attorney-Client Relationship*
Members shall not seek to establish an attorney-client relationship with the city attorney, including his or her staff and attorneys contacted to work on behalf of the City. The city

attorney represents the City and not individual members. Members who consult with the city attorney cannot enjoy or establish an attorney-client relationship with the attorney.

C. SANCTIONS

(a) *Acknowledgement of Code of Ethics and Conduct*

City Councilmembers who do not sign an acknowledgement that they have read and understand this Code of Ethics and Conduct shall be ineligible for intergovernmental assignments or Council subcommittees. Board and Commission members who do not sign an acknowledgement that they have read and understand this Code of Ethics and Conduct may be subject to removal from office.

(b) *Ethics Training for Local Officials*

City Councilmembers, Board and Commission Members who are out of compliance with State or City mandated requirements for ethics training shall not represent the City on intergovernmental assignments or Council subcommittees, and may be subject to sanctions.

(c) *Councilmember Behavior and Conduct*

The Belmont Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Belmont City Council, Boards and Commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of Boards and Commissions and the Mayor and Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

City Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Belmont and with intergovernmental agencies) or other privileges afforded by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council.

Councilmembers should point out to the offending Councilmember infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

(d) *Board and Commission Members Behavior and Conduct*

Counseling, verbal reprimands and written warnings may be administered by the Mayor to Board and Commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective Board or Commission, the city clerk, the city attorney, the city manager, and the City Council.

The City Council may impose sanctions on Board and Commission members whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation.

When deemed warranted, the Mayor or majority of Council may call for an investigation of Board or Commission member conduct. Also, should the city manager or city attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the city manager or the city attorney to investigate the allegation and report the findings.

These sanctions are alternatives to any other remedy that might otherwise be available to remedy conduct that violates this code or state or federal law. In order to protect and preserve good government, any individual including the city manager and the city attorney after complying with Rule 3-600(B) of the State Bar Rules of Professional Conduct, who knows or reasonably believes a member acts or intends or refuses to act in a manner that is or may be a violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities.

D. IMPLEMENTATION

As an expression of the standards of conduct for members expected by the City, the Belmont Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be included in the regular orientations for candidates for City Council, applicants to Board and Commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they have read and understand this Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be periodically reviewed by the City Council, Boards and Commissions, and updated it as necessary.

I affirm that I have read and understand the City of Belmont Code of Ethics and Conduct for Elected and Appointed Officials.

Signature

Date